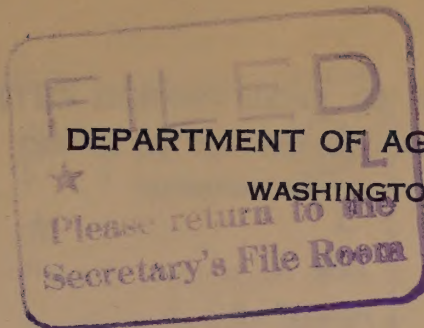




Regn. 4078
Dated 1-1-43

January 1, 1943.

MEMORANDUM NO. 1059

Farm Mobilization - 1943

#2574

The President has issued a proclamation directing mobilization of all the resources of American agriculture for absolute maximum production in 1943. He has set January 12, 1943, as Farm Mobilization Day. The need is unlimited. America must produce to the utmost.

The call of the Commander in Chief places a great responsibility on the Department of Agriculture and each member of the Department. We must plan our administrative procedures and programs to insure maximum use of our facilities in meeting the agricultural responsibilities for war production. Every employee must accommodate his work to the needs of the farm mobilization.

The process has started with the regional meetings at which have been presented the goals for 1943 production and the price supports and other aids to farmers that can be provided by the Department in reaching the goals. I am now asking Mr. H. W. Parisius, Director of the new Food Production Administration, to take the leadership in outlining the specific steps that should be taken in the 1943 mobilization program. I am also asking all Department agencies, State agricultural extension services and experiment stations to help in carrying out a program that will reach every farm, and give every farm family an opportunity to make its maximum contribution to agricultural production in 1943.

Claude R. Wickard

Secretary

Fed Register Vol 7 # 248

MEETINGS



1941 - 1942

The first year has been a period of transition for the country. All the work of the past year has been done in a very short time. The first year has been a period of transition for the country. All the work of the past year has been done in a very short time.

The second year has been a period of transition for the country. All the work of the past year has been done in a very short time. The second year has been a period of transition for the country. All the work of the past year has been done in a very short time.

The third year has been a period of transition for the country. All the work of the past year has been done in a very short time. The third year has been a period of transition for the country. All the work of the past year has been done in a very short time.

Regn. 4073
Dated 1-2-43
UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY
WASHINGTON

★
Please return to the
Secretary's File Room

January 2, 1943.

MEMORANDUM NO. 1060

Clearance of Scientific and Technical
Data Sent Out of the United States

In accordance with the requirements of the Office of Censorship and the Board of Economic Warfare, all scientific and technical data sent out of the United States must be censored.

To facilitate the official work of the Department which requires interchange of scientific and technical data, the Board of Economic Warfare, has authorized the Department Library to provide for self-censorship of scientific and technical data sent out of the United States, and has granted a license to the Department Library for this purpose.

All bureaus and offices are hereby directed to obtain clearance from the Department Librarian for mailings from the United States of scientific and technical data, whether printed or processed, except for materials sent through diplomatic channels of the State Department.

Grover B. Hill
Assistant Secretary

WAR 2

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 2, 1945

January 2, 1945

MEMORANDUM NO. 1080

Cooperation of Scientific and Technical
Data Sent Out of the United States

In accordance with the requirements of the Office of Consular Affairs and the Board of Economic Warfare, all scientific and technical data sent out of the United States must be consigned.

To facilitate the official work of the Department which requires information of scientific and technical data, the Board of Economic Warfare has authorized the Department Library to provide for self-conservation of scientific and technical data sent out of the United States, and has granted a license to the Department Library for this purpose.

All persons and offices are hereby directed to obtain clearance from the Department Library for mailing from the United States of scientific and technical data, whether printed or processed, except for materials sent through diplomatic channels of the State Department.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON

Please return to the
Secretary's File Room

Regn 4074
Dated 1-4-43

January 2, 1943.

MEMORANDUM NO. 1061

Federal Real Estate Board

Mr. E. H. Wiecking, Land Use Coordinator, is hereby designated as the representative of the Department of Agriculture on the Federal Real Estate Board, established by Executive Order No. 8034. Mr. Arthur B. Thatcher, Chief of the Office of Plant and Operations, is designated as alternate.

Grover A. Hill
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM NO. 1061

Federal Seed Estate Board

Mr. E. E. Wickham, Land Use Coordinator, is hereby designated as the representative of the Department of Agriculture on the Federal Seed Estate Board, established by Executive Order No. 5034. Mr. Arthur B. Thatcher, Chief of the Office of Plant and Quarantine, is designated as alternate.

Assistant Secretary

Regn 4076
Dated Jan. 5, 1943



FILED
Please return to the
Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

January 5, 1943.

MEMORANDUM NO. 1062

TO ALL EMPLOYEES OF THE DEPARTMENT:

Let's Fight on the Home Front With War Bonds

You, and every other employee of the Department of Agriculture, feel a thrill of pride at the gallant feats of our armed forces on Guadalcanal, in New Guinea, in Africa, on the land, on the sea, and in the air - anywhere they are fighting. The bonds you are buying are helping to equip and maintain them and bringing the day of victory that much closer.

On May 23, 1942, I addressed a memorandum to you with reference to the Voluntary Payroll Allotment Plan for War Bonds. Many of you responded to that appeal and are now buying bonds each pay day. Others have not done so as yet, but I feel sure will want to.

Most of you will soon have more money as a result of the overtime pay bill (which dates from December 1, 1942) and will want to invest a full 10 percent of your total salary in War Bonds.

Within a short time you will be given another opportunity to sign up under this plan if you have not already done so; or to increase your subscription to a full 10 percent or more of your new pay if you are among those who are fortunate enough to get this increase.

A Minute Man will call at your place of work soon to discuss this matter further with you. Give him a cordial reception. He is calling on you about a most important subject of vital interest to you, to our country and to our armed forces now as well as in the future. The more bonds we buy the sooner we assure victory; the sooner victory comes the quicker our men in the armed forces will return home. When they return, the money we are saving now will help our farms and our factories to produce abundantly for peacetime, assure them of jobs to which to return, and make this a better nation and a better world in which to live.

Remember our slogan, "EVERYBODY, EVERY PAY DAY, AT LEAST 10 PERCENT".

Claude R. Wickard
Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

January 5, 1943

MEMORANDUM NO. 106

TO ALL EMPLOYEES OF THE DEPARTMENT:

Let's Fight on the Home Front with War Bonds

You, and every other employee of the Department of Agriculture, feel a thrill of pride at the gallant feats of our armed forces on land, in the air, in the water, in Africa, on the land, on the sea, and in the air - anywhere they are fighting. The bonds you are buying are helping to equip and maintain them and bringing the day of victory that much closer.

On May 23, 1942, I addressed a memorandum to you with reference to the Voluntary Payroll Allotment Plan for War Bonds. Many of you responded to that appeal and are now buying bonds each pay day. Others have not done so as yet, but I feel sure will want to.

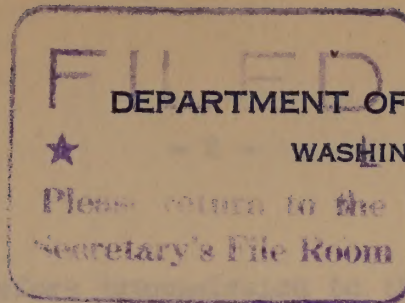
Most of you will soon have more money as a result of the overtime pay bill (which dates from December 1, 1942) and will want to invest a full 10 percent of your total salary in War Bonds.

Within a short time you will be given another opportunity to sign up under this plan if you have not already done so; or to increase your subscription to a full 10 percent or more of your new pay if you are among those who are fortunate enough to get this increase.

A Minute Man will call at your place of work soon to discuss this matter further with you. Give him a cordial reception. He is calling on you about a most important subject of vital interest to you, to our country and to our armed forces now as well as in the future. The more bonds we buy the sooner we assure victory; the sooner victory comes the quicker our men in the armed forces will return home. When they return, the money we are saving now will help our farms and our factories to produce abundantly for peace-time, assure them of jobs to which to return, and make this a better nation and a better world in which to live.

Remember our slogan, "EVERYBODY, EVERY PAY DAY, AT LEAST 10 PERCENT."

Secretary



Regn. 4083
Dated - 1-16-43

January 15, 1943.

MEMORANDUM NO. 1063

Transfer of Surplus Equipment and Supplies and the Establishment
of Warehouses or Rehabilitation and Repair Shops

There are attached copies of Regulations Nos. 1, 2, and 3, which have been issued by the Director of the Bureau of the Budget in accordance with the provisions of Paragraph 2 (e) of Executive Order No. 9235.

Regulation No. 1 governs intra-bureau, intra-department, and inter-department transfers. With the approval of the Director of the Bureau of the Budget, intra-department transfers will be handled under the provisions of Paragraph 1 (b). The Chief of the Office of Plant and Operations will issue instructions covering the methods of effecting transfers, the appraisal of the value of surplus equipment and supplies and the Director of Finance will define the terms "appropriations" and "allocations" within the meaning of this Regulation and will formulate procedures for the recording of obligations for the value of equipment and supplies received, the covering of the amounts obligated into the Treasury as Miscellaneous Receipts and the preparation and submission of the annual reports to the Director of the Bureau of the Budget.

Regulation No. 2 controls the transfer of surplus equipment and supplies through the Procurement Division, Treasury Department, and for setting up reserves of savings obtained from the use of such surpluses. The Director of Finance will issue suitable instructions governing the procurement of supplies from commercial sources and for the establishment of reserves to cover savings, and the Chief of the Office of Plant and Operations will be responsible for the distribution of the schedules or catalogues of surplus equipment and supplies which will be issued by the Procurement Division.

Regulation No. 3 provides for the reporting to the Director of the Bureau of the Budget of plans to establish new or the enlargement of existing warehouses, supply centers, storehouses, depots, rehabilitation and repair shops. The reports covering warehouses, supply centers and storehouses shall be submitted to the Director of Finance and those covering rehabilitation and repair shops to the Chief of the Office of Plant and Operations, provided that all reports shall have consideration

PROPERTY 3-1

DEPARTMENT OF AGRICULTURE

WASHINGTON



OFFICE OF THE SECRETARY



MEMORANDUM NO. 1065

Transfer of Bureau Equipment and Supplies and the Establishment of a Warehouse for Rehabilitation and Repair Shops

There are attached copies of Regulations Nos. 1, 2, and 3, which have been issued by the Director of the Bureau of the Budget in accordance with the provisions of Paragraph 2 (a) of Executive Order No. 9835.

Regulation No. 1 governs intra-bureau, inter-department, and inter-department transfers. With the approval of the Director of the Bureau of the Budget, intra-department transfers will be handled under the provisions of Paragraph 1 (b). The Chief of the Office of Plant and Operations will issue instructions covering the method of effecting transfers, the appraisal of the value of surplus equipment and supplies, and the Director of Finance will define the terms "rehabilitation" and "alteration" within the meaning of this regulation and will formulate procedures for the recording of obligations for the value of equipment and supplies received, the covering of the amounts obligated into the Treasury as miscellaneous receipts, and the preparation and submission of the annual reports to the Director of the Bureau of the Budget.

Regulation No. 2 controls the transfer of surplus equipment and supplies through the Procurement Division, Treasury Department, and for setting up reserves of surplus equipment and supplies for use of such agencies. The Director of Finance will issue instructions governing the procurement of surplus from commercial sources and for the establishment of reserves to cover savings, and the Chief of the Office of Plant and Operations will be responsible for the distribution of the schedule of categories of surplus equipment and supplies which will be transferred by the Procurement Division.

Regulation No. 3 provides for the reporting to the Director of the Bureau of the Budget of plans to establish new or the enlargement of existing warehouses, supply centers, storerooms, depots, repair shops, and repair shops. The reports covering warehouses, supply centers and storerooms shall be submitted to the Director of Finance and those covering rehabilitation and repair shops to the Chief of the Office of Plant and Operations, provided that all reports shall have coordination

DEPARTMENT OF AGRICULTURE

- 2 - WASHINGTON January 15, 1943.

by the two officials before transmission to the Director of the Bureau of the Budget.

Department Regulations in conflict with instructions issued by the Director of Finance and the Chief of the Office of Plant and Operations to effectuate the purposes of this Memorandum are hereby suspended.

MEMORANDUM FOR THE SECRETARY

Salary Differential
Stationed Outside the United States
Ernest B. Hill
Assistant Secretary

It has come to my attention that there have been recent extreme increases in the costs of living in Puerto Rico, Hawaii, Alaska, and elsewhere outside the continental United States and that there is need for making special provision for employees stationed at such places. It is our intention that no group of employees of the Department shall be required to shoulder more than their fair share of the burden created by the war situation.

Accordingly, it shall be the policy of the Department of Agriculture, for the duration of the war and six months thereafter, to pay a differential of 25% of the base pay to all of its employees stationed outside the continental United States, except those who may receive a living and quarters allowance, regardless of the legal residence of such employees or other extraneous consideration.

The Department has, of course, paid differentials for many years to certain of its employees outside the United States. The Bureau shall take appropriate steps, in accordance with procedures prescribed by the Director of Personnel, to apply the policy stated in this memorandum uniformly to all employees stationed outside the continental United States.

Claude R. Wickard
Secretary

January 15, 1943.

- 2 -

by the two officials before transmission to the Director of the Bureau of the Budget.

Department Regulations in conflict with instructions issued by the Director of Finance and the Chief of the Office of Plant and Operations to effectuate the purposes of this Memorandum are hereby suspended.

James A. Hill
Assistant Secretary

Reg. 4084
Dated. 1-16-43



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED
★
Please return to the
Secretary's File Room

January 16, 1943.

MEMORANDUM NO. 1064

Salary Differentials For Employees
Stationed Outside the Continental United States

It has come to my attention that there have been recent extreme increases in the costs of living in Puerto Rico, Hawaii, Alaska, and elsewhere outside the continental United States and that there is need for making special provision for employees stationed at such places. It is our intention that no group of employees of the Department shall be required to shoulder more than their fair share of the burden created by the war situation.

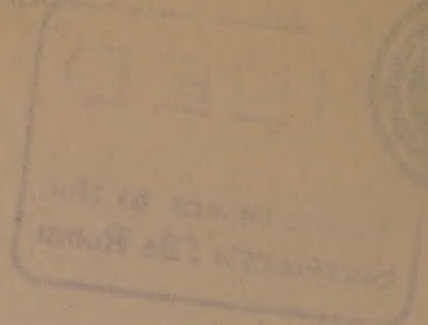
Accordingly, it shall be the policy of the Department of Agriculture, for the duration of the war and six months thereafter, to pay a differential of 25% of the base pay to all of its employees stationed outside the continental United States, except those who may receive a living and quarters allowance, regardless of the legal residence of such employees or other extraneous consideration.

The Department has, of course, paid differentials for many years to certain of its employees outside the United States. The bureaus shall take appropriate steps, in accordance with procedures prescribed by the Director of Personnel, to apply the policy stated in this memorandum uniformly to all employees stationed outside the continental United States.

Claude R. Wickard

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



January 15, 1933

MEMORANDUM NO. 1064

Salary Differential for Employees Stationed Outside the Continental United States

It has come to my attention that there have been recent increases in the costs of living in Porto Rico, Hawaii, Alaska, and elsewhere outside the continental United States and that there is need for making special provision for employees stationed at such places. It is our intention that no group of employees of the Department shall be required to shoulder more than their fair share of the burden created by the war situation.

Accordingly, it shall be the policy of the Department of Agriculture, for the duration of the war and six months thereafter, to pay a differential of 25% of the base pay to all of its employees stationed outside the continental United States, except those who may receive a living and subsistence allowance, regardless of the legal residence of such employees or other extraneous consideration.

The Department has, of course, paid differentials for many years to certain of its employees outside the United States. The Bureau shall take appropriate steps, in accordance with procedures prescribed by the Director of Personnel, to apply the policy stated in this memorandum uniformly to all employees stationed outside the continental United States.

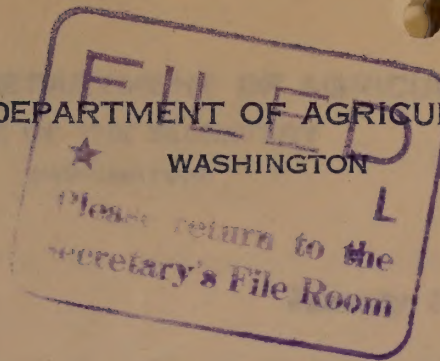
Charles R. Wickard

Secretary

Regn. 4128
Dated 3-20-43



DEPARTMENT OF AGRICULTURE
WASHINGTON



March 20, 1943

MEMORANDUM NO. 1064, SUPPLEMENT 1

Salary Differentials for Employees
Stationed Outside the Continental United States

The policy stated in Memorandum No. 1064, dated January 16, 1943, is limited to employees stationed in territories and possessions of the United States.

Paul H. Supply
Acting Secretary

March 20, 1943

DEPARTMENT OF AGRICULTURE
WASHINGTON
Office of the Director
of the Bureau of Plant Industry



March 20, 1943

MEMORANDUM NO. 1004, SUPPLEMENT 1

Stationed Overseas and Possessions of the United States

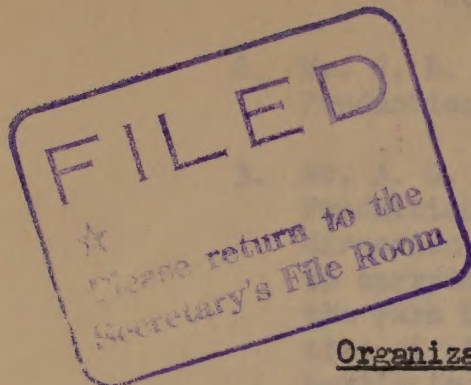
The policy stated in Memorandum No. 1004, dated January 10, 1943, is limited to employees stationed in territories and possessions of the United States.

W. H. H. H.
Acting Secretary

Regn. 4088
Dated - 1-21-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 20, 1943



MEMORANDUM NO. 1065

Organization of the Food Production Administration

Pursuant to the provisions of Executive Order 9280, dated December 5, 1942, centralizing responsibility for the Nation's food program in the Department of Agriculture and effecting certain changes within the Department of Agriculture, it is hereby ordered as follows:

1. Mr. M. Clifford Townsend is hereby designated Director of Food Production.
 - A. The Director of Food Production or, in his absence or inability to act, the Acting Director of Food Production, shall, as personal representative of and under the general direction and supervision of the Secretary, direct and supervise the activities of the Food Production Administration established by Executive Order 9280 and shall be responsible for all departmental programs relating primarily to food production.
 - B. The office of Special War Board Assistant to the Secretary is hereby abolished and all functions and responsibilities of that office are hereby transferred to the Director of Food Production, who may delegate such functions and responsibilities.
 - C. In the exercise of the authority vested in him by this memorandum and in accordance with the applicable rules and regulations, the Director of Food Production, or the Acting Director, shall, among other things, with respect to the agencies comprising the Food Production Administration,
 - (1) direct and supervise their activities;
 - (2) direct and supervise the work of their officers and employees;
 - (3) in his discretion, delegate and provide for the subdelegation of his authority to their officers and employees;

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 20, 1943

MEMORANDUM NO. 106

Organization of the Food Production Administration

Pursuant to the provisions of Executive Order 9380, dated December 2, 1942, centralizing responsibility for the Nation's food program in the Department of Agriculture and effecting certain changes within the Department of Agriculture, it is hereby ordered as follows:

1. Mr. M. Clifford Townsend is hereby designated Director of Food Production.

A. The Director of Food Production or, in his absence or inability to act, the Acting Director of Food Production, shall, as personal representative of and under the general direction and supervision of the Secretary, direct and supervise the activities of the Food Production Administration established by Executive Order 9380 and shall be responsible for all departmental programs relating primarily to food production.

B. The office of Special War Board Assistant to the Secretary is hereby abolished and all functions and responsibilities of that office are hereby transferred to the Director of Food Production, who may delegate such functions and responsibilities.

C. In the exercise of the authority vested in him by this memorandum and in accordance with the applicable rules and regulations, the Director of Food Production, or the Acting Director, shall, among other things, with respect to the agencies comprising the Food Production Administration,

(1) direct and supervise their activities;

(2) direct and supervise the work of their officers and employees;

(3) in his discretion, delegate and provide for the delegation of his authority to their officers and employees;

- (4) utilize their personnel, property, and services; and
- (5) consolidate or integrate their administrative, technical, staff, and other services.
2. Mr. J. B. Hutson is hereby designated Associate Director of Food Production.
3. Mr. A. G. Black is hereby designated Associate Director of Food Production in Charge of Production Loans. Under the general direction and supervision of the Director he shall, in addition to carrying out the functions, powers and duties of Governor of the Farm Credit Administration, direct and supervise all activities of the Food Production Administration which relate primarily to loans to finance food production, except activities of the Farm Security Administration in financing food production from funds appropriated for use by the Farm Security Administration.
4. Mr. D. A. FitzGerald is hereby designated Deputy Director of Food Production in Charge of Programs and Planning. He shall, under the general direction and supervision of the Director, direct and supervise the various branches of the Food Production Administration concerned with the development and formulation of policies, plans and programs to be carried out by the operating agencies of the Food Production Administration.
5. All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.

Claude R. Wickard

Secretary

Claude R. Wickard

Secretary

- (4) utilize their personnel, property, and services; and
- (5) consolidate or integrate their administrative, technical, staff, and other services.

2. Mr. J. B. Hutson is hereby designated Associate Director of Food Production.

3. Mr. A. G. Black is hereby designated Associate Director of Food Production in Charge of Production Loans. Under the general direction and supervision of the Director he shall, in addition to carrying out the functions, powers and duties of Governor of the Farm Credit Administration, direct and supervise all activities of the Food Production Administration which relate primarily to loans to finance food production, except activities of the Farm Security Administration in financing food production from funds appropriated for use by the Farm Security Administration.

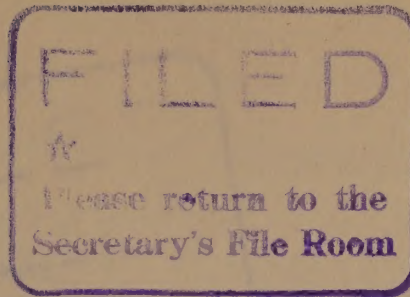
4. Mr. D. A. Fitzgerald is hereby designated Deputy Director of Food Production in Charge of Programs and Planning. He shall, under the general direction and supervision of the Director, direct and supervise the various branches of the Food Production Administration concerned with the development and formulation of policies, plans and programs to be carried out by the operating agencies of the Food Production Administration.

5. All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.

Secretary

Charles R. Whetzel

Regn. 4090
Dated 1-22-43
UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



January 22, 1943.

MEMORANDUM NO. 1066

Appointment of Lyle F. Watts
as Chief of the Forest Service

Lyle F. Watts has been appointed Chief of the Forest Service, filling the vacancy caused by the death of F. A. Silcox.

Mr. Watts received a bachelor's degree in forestry from Iowa State College in 1913 and entered the Forest Service in the same year. His work in the Forest Service includes four years as Director of the Northern Rocky Mountain Forest and Range Experiment Station, two years in the field of forestry education, three years as Regional Forester for the North Central Region, and three years as Regional Forester for the Northern Pacific Region. He has served in four of the nine National Forest Regions. Recently he has been Assistant to the Secretary on matters related to farm labor.

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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MEMORANDUM NO. 1066

Appointment of Lyle E. Watts
as Chief of the Forest Service

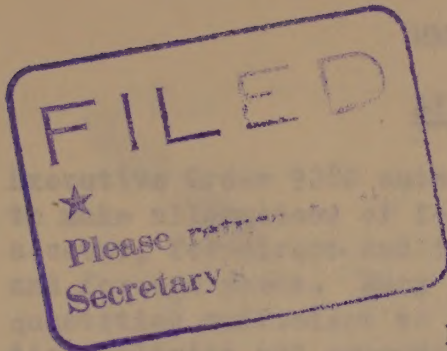
Lyle E. Watts has been appointed Chief of the Forest Service, filling the vacancy caused by the death of G. A. Smith.

Mr. Watts received a Bachelor's degree in forestry from Iowa State College in 1893 and entered the Forest Service in the same year. His work in the Forest Service includes four years as Director of the Northern Rocky Mountain Forest and Range Experiment Station, two years in the field of forestry education, three years as Regional Forester for the Northern Central Region, and three years as National Forester for the Northern Pacific Region. He has served in four of the nine National Forest Regions. Recently he has been Assistant to the Forester on matters relating to farm labor.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Regn 4092
Dated 1-26-43



January 25, 1943

MEMORANDUM NO. 1067

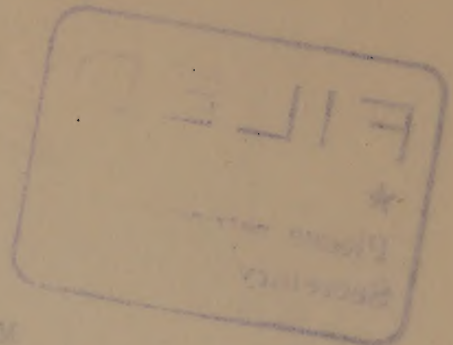
Authorizing the Solicitor to Approve Title to Personality
under the Lend-Lease Plant Expansion Program

The Solicitor is hereby authorized, as representative of the Secretary, to review and approve title to fixtures, equipment, machinery, and other personality which is being conveyed to the United States, pursuant to various lend-lease contracts for the acquisition of plant facilities entered into by the Secretary of Agriculture or his authorized representative.

Grover B Hill
Assistant Secretary

AUTHORIZATIONS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1027

Authority of the Secretary to Approve Title to Personalty
under the Land-Grant Plant Acquisition Program

The Solicitor is hereby authorized, as representative of the Secretary, to review and approve title to fixtures, equipment, machinery, and other personalty which is being conveyed to the United States, pursuant to various land-lease contracts for the acquisition of plant facilities entered into by the Secretary of Agriculture or his authorized representative.

[Signature]
The Secretary

Regn. 4093
Dated 1-27-43

FILED

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Secretary's File Room

January 26, 1943.

MEMORANDUM NO. 1068

Allocation of Food

Executive Order 9280 authorizes and directs the Secretary of Agriculture to make allocations of food to governmental agencies and for private account, for direct and indirect military, other governmental civilian, and foreign needs. Many critical food commodities cannot be supplied in quantities sufficient to meet needs of all claimant agencies. Allocation policies and procedures are intended to divide the supply in a manner which will make the maximum contribution to military needs and at the same time take fully into account indirect and non-military needs. Our first obligation is to our own fighting forces, the Army, the Navy, and the Marine Corps. Civilian needs of the American people must be met adequately. The armies of our Allies and their civilian population should have as large a share of our supplies as our own needs and available shipping space will permit.

Allocations of food which are not in sufficient supply to meet all requirements will be made by the Secretary with the advice of appropriate officials and agencies. In order to obtain adequate review in the early stages of allocation problems and recommendations with respect to them before they reach the Secretary and the Food Advisory Committee, the Director of Food Distribution is authorized and directed as personal representative of the Secretary, to assemble requirements for food of all claimant agencies; to adjust those requirements in terms of available supplies; to prepare tables of allocation for recommendation to the Secretary and to consult with all claimant agencies to resolve as many points of conflict as possible.

In discharging the responsibilities delegated to him by this memorandum, the Director of Food Distribution is authorized to establish an Inter-Agency Committee on Allocations with himself as Chairman which shall provide a focal point for consideration of allocation problems of claimant agencies of the United States.

The Director is also authorized to establish appropriate agencies within the Food Distribution Administration to represent and protect the interests of the civilian population. He is authorized and directed to consult and cooperate with appropriate agencies of the Army, Navy, Marine Corps, and other governmental claimants. He is authorized and directed to refer tentative allocations for export to the Combined Food Board; and to appoint, with approval of the Secretary, the American representatives to the international food and food processing committees set up by the Combined Food Board.

Attached is an outline of procedures to be followed.

(See attachment for signature)

Attachment

Secretary
FOOD

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 26, 1945

MEMORANDUM NO. 1042

Allocation of Food

Executive Order 9500 authorizes and directs the Secretary of Agriculture to make allocations of food for governmental agencies and for private accounts, for direct and indirect military, other governmental civilian, and foreign needs. Many critical food necessities cannot be supplied in quantities sufficient to meet needs of all claimant agencies. Allocation policies and procedures are intended to divide the supply in a manner which will make the maximum contribution to military needs and at the same time to a fairly into account indirect and non-military needs. Our first obligation is to our own fighting forces, the Army, the Navy, and the Marine Corps. Civilian needs of the national people must be met adequately. The needs of our allies and their civilian population are in large measure a share of our supplies as our own needs and available shipping space will permit.

Allocations of food which are not in sufficient supply to meet all requirements will be made by the Secretary with the advice of appropriate officials and agencies. In order to obtain adequate review in the early stages of allocation problems and recommendations with respect to them before they reach the Secretary and the Food Advisory Committee, the Director of Food Distribution is authorized and directed to personally represent the Secretary, to establish requirements for food of all claimant agencies; to adjust those requirements in terms of available supplies; to prepare tables of allocation for recommendation to the Secretary and to consult with all claimant agencies to resolve as many points of conflict as possible.

In discharging the responsibilities referred to in this memorandum, the Director of Food Distribution is authorized to establish an inter-agency Committee on Allocation with himself as Chairman who shall give a local point for consideration of allocation problems of claimant agencies of the United States.

The Director is also authorized to establish appropriate agencies within the Food Distribution Administration to research and protect the interests of the civilian population. He is authorized and directed to consult and cooperate with appropriate agencies of the Army, Navy, Marine Corps, and other governmental agencies. He is authorized and directed to refer tentative allocations for export to the Combined Food Board and to consult with approval of the Secretary, the American representatives to the International Food and Food Processing Conference set up by the Combined Food Board.

Attached is an outline of procedures to be followed.

Procedures for the Allocation of United States Food Supplies

First Stage: Preliminary Estimates and Trial Balance Sheets

A. Requirements

1. Requirements of Foreign governments receiving Lend-Lease aid including the United Kingdom, the USSR, the Fighting French, China, Poland, Greece, Yugoslavia, and any others that may be designated: preliminary requirements are furnished by the Food Missions or other appropriate representative of the foreign government to the Program Liaison Officer of the Food Distribution Administration, who transmits them to Requirements and Allocations Control.
2. Foreign governments for whom Food Distribution Administration is performing procurement functions but not financed by Lend-Lease, such as The Netherlands, Switzerland, Jamaica, and other British Colonies not under Lend-Lease: Requirements are received from representatives of the governments by Program Liaison Officers, Food Distribution Administration, and transmitted to Requirements and Allocations Control.
3. Requirements of off-shore areas being financed by the United States Government other than Lend-Lease:
 - (a) Amazon Valley rubber workers' food requirements, supplied by Rubber Reserve Company, procured by the Food Distribution Administration for the account of the Rubber Reserve Company.
 - (b) Puerto Rico and the Virgin Islands food requirements supplied by the Department of the Interior, procured by Food Distribution Administration for account of the Department of the Interior.
 - (c) Hawaii food requirements supplied by Food Distribution Administration representative in Hawaii in consultation with the Military Governor, procured by Food Distribution Administration under special Territorial Emergency revolving fund.
 - (d) Pan America Highway food requirements, supplied by Public Roads Administration, procured by Food Distribution Administration for account of Public Roads Administration.

Procedures for the Allocation of United States Food Supplies

First Steps: Preliminary Estimates and Final Balance Sheets

A. Requirements

1. Requirements of foreign governments receiving lend-lease
and including the United Kingdom, the USSR, the Fighting French,
China, Poland, Greece, Yugoslavia, and any others that may be
designated: preliminary requirements are furnished by the Food
Mission or other appropriate representative of the foreign
government to the Foreign Liaison Office of the Food Distribu-
tion Administration, who transmits them to Requirements and
Allocation Control.

2. Foreign governments for whom Food Distribution Administration
is not the procurement agency but not financed by lend-lease
such as The Netherlands, Switzerland, Jamaica, and other British
Colonies not under lend-lease: Requirements are received from
representatives of the government by Foreign Liaison Offices,
Food Distribution Administration, and transmitted to Requirements
and Allocation Control.

3. Requirements of off-shore areas being financed by the United
States Government other than lend-lease:

(a) Amazon Valley rubber workers' food requirements, supplied
by Rubber Reserve Company, procured by the Food Distribu-
tion Administration for the account of the Rubber Reserve
Company.

(b) Puerto Rico and the Virgin Islands food requirements
supplied by the Department of the Interior, procured
by Food Distribution Administration for account of the
Department of the Interior.

(c) Hawaii food requirements supplied by Food Distribution
Administration representative in Hawaii in consultation
with the Military Governor, procured by Food Distribution
Administration under special Territorial Emergency
revolving fund.

(d) Pan American Highway food requirements, supplied by
Public Roads Administration, procured by Food Distribution
Administration for account of Public Roads Administration.

- (e) Alaska food requirements, supplied by the Department of the Interior, procured by Food Distribution Administration for the account of the Department of the Interior.
- (f) Red Cross food requirements, supplied by the Red Cross, procured by Food Distribution Administration for the account of the Red Cross.
- (g) Reoccupied areas requirements supplied by Foreign Relief and Rehabilitation Operations, domestic procurement by Food Distribution Administration for account of the Foreign Relief and Rehabilitation Operations, details of financing to be determined.

All these requirements are obtained from the designated agencies by Program Liaison Officers, Food Distribution Administration, and are transmitted to Requirements and Allocations Control.

4. Food Requirements of the Civilian population of the United States are ascertained by Civilian Food Requirements Branch and transmitted directly to Requirements and Allocations Control.

5. Army, Navy, Marine Corps, Veterans Administration requirements are supplied by those agencies directly to Requirements and Allocations Control of the Food Distribution Administration.

6. Requirements of foreign nations doing their own procurement and financing: requirements will be obtained from the Department of State and the Board of Economic Warfare by the Requirements and Allocations Control.

From each of the claimant agencies there are also obtained statements of justification and supporting data required as a basis for judging the relative urgency of the needs that have to be met.

B. Supplies

Preliminary supply estimates are obtained by the Requirements and Allocations Control staff of the Food Distribution Administration from the Commodity Branches working with the Food Production Administration, and obtaining such assistance as is required from the Bureau of Agricultural Economics, the Commodity Credit Corporation, the Office of Foreign Agricultural Relations, and appropriate

(a) Alaska food requirements, supplied by the Department of the Interior, procured by Food Distribution Administration for the account of the Department of the Interior.

(f) Red Cross food requirements, supplied by the Red Cross, procured by Food Distribution Administration for the account of the Red Cross.

(g) Occupied areas requirements supplied by Foreign Relief and Rehabilitation Operations, domestic procurement by Food Distribution Administration for account of the Foreign Relief and Rehabilitation Operations, details of financing to be determined.

All these requirements are obtained from the designated agencies by Foreign Liaison Officers, Food Distribution Administration, and are transmitted to Requirements and Allocation Control.

4. Food Requirements of the Civilian Population of the United States are ascertained by Civilian Food Requirements Branch and transmitted directly to Requirements and Allocation Control.

5. Army, Navy, Marine Corps, Veterans Administration requirements are supplied by those agencies directly to Requirements and Allocation Control of the Food Distribution Administration.

6. Requirements of foreign nations doing their own procurement and financing: requirements will be obtained from the Department of State and the Board of Economic Warfare by the Requirements and Allocation Control.

From each of the claimant agencies there are also obtained statements of justification and supporting data required as a basis for judging the relative urgency of the needs that have to be met.

F. Summary

Preliminary supply estimates are obtained by the Requirements and Allocation Control staff of the Food Distribution Administration from the Commodity Branches working with the Food Production Administration, and obtaining such assistance as is required from the Bureau of Agricultural Economics, the Commodity Credit Corporation, the Office of Foreign Agricultural Relations, and appropriate

units in agencies outside the Department. These supply data include estimates of stocks on hand at the beginning of the period, production during the period, and imports during the period.

C. Reserves and Stock Requirements

Preliminary estimates of the stocks that should be carried over at the end of each period are prepared jointly by the Commodity Branches of the Food Distribution Administration and the Requirements and Allocations Control staff.

D. Trial Balance Sheets

Trial balance sheets showing estimates of supplies available and all claims entered against them are drawn up by the Requirements and Allocations Control staff, together with relevant supporting statements and data, as a basis for the consideration of the total food situation and recommendations by the Director of the Food Distribution Administration on necessary allocation determinations and programs.

Second Stage: Commodity Analysis and Adjustments

A. Preliminary Review

The Requirements and Allocations Control staff, jointly with the Commodity Branches and with the Civilian Requirements Branch, reviews the trial balance sheets and formulates suggestions for possible adjustments that may be required.

B. Questions relating to possible production adjustments are referred to the Food Production Administration for examination and joint consideration.

C. The trial balance sheets for each commodity, together with suggested adjustment possibilities, are submitted for consideration to the appropriate inter-agency committees.

D. The world commodity supply situation is reviewed jointly through the International Commodity Committees of the Combined Food Board. In advance of these meetings, relevant information on supplies in foreign countries is supplied to the American members of the international committees by the Office of Foreign Agricultural Relations.

units in accordance with the Department. These supply data include estimates of stocks at the beginning of the period, production during the period, and imports during the period.

C. Revisions and Stock Requirements

Preliminary estimates of the stocks that should be carried over at the end of each period are prepared jointly by the Commodity Branches of the Food Production Administration and the Revisions and Allocation Control Staff.

D. Trial Balance Sheets

Trial balance sheets showing estimates of supplies available and all claims entered against them are drawn up by the Revisions and Allocation Control Staff, together with relevant supporting statistics and data, as a basis for the consideration of the total food situation and recommendations by the Director of the Food Production Administration on necessary allocation determinations and programs.

Second Stage: Commodity Analysis and Adjustments

A. Preliminary Review

The Revisions and Allocation Control Staff, jointly with the Commodity Branches and with the Civilian Production Branch, review the trial balance sheets and formulate suggestions for possible adjustments that may be required.

Questions relating to possible production adjustments are referred to the Food Production Administration for examination and joint consideration.

C. The trial balance sheets for each commodity, together with suggested adjustment possibilities, are submitted for consideration to the appropriate inter-agency committee.

B. The world commodity supply situation is reviewed jointly through the International Commodity Committee of the Combined Food Board. In advance of these meetings, relevant information on supplies in foreign countries is supplied to the American members of the international committee by the Office of Foreign Agricultural Relations.

- E. In the light of the total situation presented in the trial balance sheets and the consideration given to the problems by the inter-agency and the International Commodity Committees, claimant agencies are asked by the Food Distribution Administration to re-examine their requirement estimates and to make adjustments in them to the extent they feel is appropriate.
- F. Adjusted balance sheets, together with explanatory memoranda and supporting data, are prepared by the Requirements and Allocations Control staff for submission to the Director of the Food Distribution Administration.

Third Stage: Over-all Review and Adjustments

- A. Director of Food Distribution Administration consults with the Director of Food Production on the relation of adjusted requirements to production plans and programs.
- B. The adjusted balance sheets are considered jointly by representatives of the countries belonging to the Combined Food Board through the established International Commodity Committees where agreement is sought on the allocations to be proposed to the Combined Food Board for recommendation to the governments of the participating countries with respect to their combined food resources.
- C. Proposed civilian allocations are reviewed by the Civilian Requirements Branch consulting with the Committee on Civilian Nutrition.
- D. Director of Food Distribution Administration at the same time consults with the Inter-agency Allocations Committee, of which he is chairman, regarding the tentative allocations to be recommended by him to the Secretary.
- E. American representative on international committees transmits recommendations of international committees where preliminary agreement is reached to the Director of Food Distribution Administration; in event of disagreement, that fact is reported.
- F. After adjustment of the requirements in the light of advice obtained through the procedures indicated above, the Director of Food Distribution recommends to the Secretary appropriate allocations of American food supplies with such tables and explanatory memoranda as may be necessary.
- G. In the meantime, the Executive Officers of the Combined Food Board will prepare a draft of proposed international allocations for transmission to the Board.

6. In the light of the total situation presented in the final balance sheets and the recommendations given to the members by the International Commission, the International Commission is requested to re-examine their requirements, estimates and to make adjustments in them to the extent they feel is appropriate.

7. Adjusted balance sheets, together with explanatory memoranda and supporting data, are prepared by the Requirements and Allocation Committee staff for submission to the Director of the Food Distribution Administration.

Third Stage: Overall Review and Adjustments

A. Director of Food Distribution Administration consults with the Director of Food Production on the relation of adjusted requirements to production plans and progress.

B. The adjusted balance sheets are considered jointly by representatives of the countries belonging to the Combined Food Board through the established inter-agency committees where agreement is sought on the allocation to be proposed to the Combined Food Board for recommendation to the governments of the participating countries with respect to their combined food resources.

C. Proposed civilian allocations are reviewed by the Civilian Requirements Branch consulting with the Committee on Civilian Nutrition.

D. Director of Food Distribution Administration at the same time consults with the Inter-agency Allocations Committee, of which he is chairman, regarding tentative allocations to be recommended by him to the Secretary.

E. American representative on international committee transmits recommendations of international committee where preliminary agreement is reached to the Director of Food Distribution Administration; in event of disagreement, that fact is reported.

F. After adjustment of the requirements in the light of advice obtained through the procedures indicated above, the Director of Food Distribution recommends to the Secretary appropriate allocation of American food supplies with such tables and explanatory memoranda as may be necessary.

G. In the meantime, the Executive Officers of the Combined Food Board will prepare a draft of proposed international allocations for transmission to the Board.

Fourth Stage: Determination of Allocations

- A. The recommended allocations, national and international, are referred to the Food Advisory Committee for consideration and advice.
- B. The Combined Food Board recommends to its respective governments the international allocation of the commodities concerned.
- C. The Secretary formally determines the allocations to be made of United States food supplies.

Claude R. Wickard

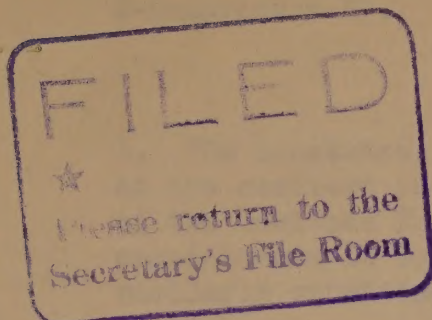
Fourth Stage: Determination of Allocations

- A. The recommended allocations, national and international, are referred to the Food Advisory Committee for consideration and advice.
- B. The Combined Food Board recommends to its respective governments the international allocation of the commodities concerned.
- C. The Secretary formally determines the allocations to be made of United States food supplies.

Charles W. Wickford

Regn. 4094
Dated 1-27-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



January 26, 1943

MEMORANDUM NO. 1069

Representatives of the United States
on Committees of the Combined Food Board

1. The Director of Food Distribution is hereby directed to appoint, subject to my approval, the principal representative of the United States on each of the commodity committees of the Combined Food Board dealing with food and food products, including tobacco, and food processing machinery. The commodity committees of the Board thus far established in respect to such products are those on Meat and Meat Products, Dairy and Poultry Products, Fats and Oils, Spices, Coffee and Cocoa, Rice, Fruits and Vegetables, Fish and Fish Products, Vitamins, Seeds, Sugar, Tobacco, and Agricultural and Food Processing Machinery.
2. The Director of Food Production is hereby directed to appoint, subject to my approval, the principal representative of the United States on each of the commodity committees of the Combined Food Board dealing with fertilizers and agricultural production machinery. The commodity committees of the Board thus far established in respect to such products are those on Fertilizers and Agricultural and Food Processing Machinery. (In the case of the Agricultural and Food Processing Machinery Committee, the person appointed by the Director of Food Production shall act as principal representative of the United States when the Committee considers matters relating to agricultural production machinery.)
3. The President of the Commodity Credit Corporation is hereby directed to appoint, subject to my approval, associate representatives for the United States on any of the committees referred to in paragraphs 1 and 2 dealing with food, food products, or agricultural production materials where supplies from foreign sources are of major importance.
4. The Director of Foreign Agricultural Relations is hereby directed, after consultation with the Department of State and other appropriate agencies, to appoint, subject to my approval, the principal representative of the United States on each of the committees of the Combined Food Board sitting abroad. The committees of the Board thus far established to sit abroad are those on United Kingdom Agricultural Production and on Tea, both sitting in London.

AUTHORIZATIONS

January 26, 1943.

5. The appointees provided for in the foregoing shall be submitted at the earliest possible date, through me, to the Executive Officers of the Combined Food Board. Any changes in appointments or any appointments to committees established in the future shall be similarly submitted.

Claude R. Wickard

Secretary

January 10, 1944

Memorandum No.

5. The witnesses provided for in the foregoing shall be notified by the earliest possible date, through me, to the Executive Director of the National Food Board. Any changes in appointments or any amendments to the list of witnesses established in the foregoing shall be similarly submitted.

Charles W. [illegible]

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 26, 1943.

MEMORANDUM NO. 1069

Representatives of the United States
on Committees of the Combined Food Board

1. The Director of Food Distribution is hereby directed to appoint, subject to my approval, the principal representative of the United States on each of the commodity committees of the Combined Food Board dealing with food and food products, including tobacco, and food processing machinery. The commodity committees of the Board thus far established in respect to such products are those on Meat and Meat Products, Dairy and Poultry Products, Fats and Oils, Spices, Coffee and Cocoa, Rice, Fruits and Vegetables, Fish and Fish Products, Vitamins, Seeds, Sugar, Tobacco, and Agricultural and Food Processing Machinery.
2. The Director of Food Production is hereby directed to appoint, subject to my approval, the principal representative of the United States on each of the commodity committees of the Combined Food Board dealing with fertilizers and agricultural production machinery. The commodity committees of the Board thus far established in respect to such products are those on Fertilizers and Agricultural and Food Processing Machinery.
3. The President of the Commodity Credit Corporation is hereby directed to appoint, subject to my approval, associate representatives for the United States on any of the committees referred to in paragraphs 1 and 2 dealing with food, food products, or agricultural production materials where supplies from foreign sources are of major importance.
4. The Director of Foreign Agricultural Relations is hereby directed, after consultation with the Department of State and other appropriate agencies, to appoint, subject to my approval, the principal representative of the United States on each of the committees of the Combined Food Board sitting abroad. The committees of the Board thus far established to sit abroad are those on United Kingdom Agricultural Production and on Tea, both sitting in London.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 27, 1942

MEMORANDUM FOR THE SECRETARY

Recommendations of the United States
on Control of the Combined Food Board

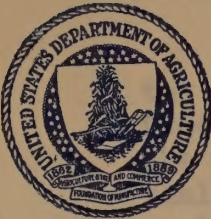
1. The Director of Food Administration is hereby directed to appoint, subject to my approval, the principal representative of the United States on each of the commodity committees of the Combined Food Board dealing with food and food products, including tobacco, and food processing machinery. The commodity committees of the Board thus far established in respect to such products are those on meat and meat products, dairy and dairy products, fats and oils, grains, pulses and legumes, rice, fruits and vegetables, fish and fish products, livestock, bees, honey, tobacco, and agricultural and food processing machinery.

2. The Director of Food Administration is hereby directed to appoint, subject to my approval, the principal representative of the United States on each of the commodity committees of the Combined Food Board dealing with fertilizers and agricultural production machinery. The commodity committees of the Board thus far established in respect to such products are those on fertilizers and agricultural and food processing machinery.

3. The President of the Commodity Control Corporation is hereby directed to appoint, subject to my approval, associate representatives for the United States on any of the committees referred to in paragraphs 1 and 2 dealing with food, food products, or agricultural production machinery where a special interest in foreign sources and of major importance.

4. The Director of Foreign Agricultural Relations is hereby directed to enter into consultation with the Department of State and other appropriate agencies, subject to my approval, the principal representative of the United States on each of the commodity committees of the Combined Food Board dealing with food. The committees of the Board thus far established to its record are those on United States Agricultural Production and on the Food Situation in London.

Regn. 4095
Dated 1-27-43



DEPARTMENT OF AGRICULTURE
WASHINGTON

January 26, 1943.

MEMORANDUM NO. 1070

Critical Materials Procedure

1. The representative of the Department on the Requirements Committee of the War Production Board shall, under the general supervision and direction of the Secretary, be responsible for and exercise general supervision over the relationships among agencies of the Department and between the Department and the War Production Board with respect to the requirements of the Department for materials to be obtained through the Controlled Materials Plan, the Production Requirements Plan, priority ratings, or any other control plan of the War Production Board. Such materials are herein referred to as critical materials. Each agency of the Department, however, shall be responsible for the timely preparation of estimates of its requirements of critical materials, for the control of such materials allotted for use in its programs, and for processing, and recommending action on, applications for materials, priority assistance, or preference ratings related to its programs.
2. Mr. H. B. Boyd is designated as representative, and Mr. F. B. Northrup as alternate representative, of the Department on the Requirements Committee of the War Production Board.
3. There is hereby established in the Department a Critical Materials Committee, composed of the representative of the Department on the Requirements Committee of the War Production Board, who shall serve as Chairman of the Committee, the Material Control Officer of the Department, who shall serve as Executive Officer of the Committee, and one representative of each of the following agencies, named by the head thereof: Commodity Credit Corporation, Food Distribution Administration, and Food Production Administration.
4. The Critical Materials Committee shall select a representative and an alternate representative of the Department on

DEPARTMENT OF AGRICULTURE
WASHINGTON



January 22, 1942

MEMORANDUM NO. 107
Critical Materials Procedure

1. The representative of the Department on the Requirements Committee of the War Production Board shall, under the general supervision and direction of the Secretary, be responsible for and exercise general supervision over the relationship among agencies of the Department and between the Department and the War Production Board with respect to the requirements of the Department for materials to be obtained through the Controlled Materials Plan, the Production Requirements Plan, priority ratings, or any other control plan of the War Production Board. Such materials are herein referred to as critical materials. Each agency of the Department, however, shall be responsible for the timely preparation of estimates of its requirements of critical materials, for the control of such materials allotted for use in its program, and for processing, and recommending action on, applications for materials, priority assistance, or preference ratings related to its programs.
2. Mr. H. B. Boyd is designated as representative, and Mr. F. B. Norton as alternate representative, of the Department on the Requirements Committee of the War Production Board.
3. There is hereby established in the Department a Critical Materials Committee, composed of the representative of the Department on the Requirements Committee of the War Production Board, who shall serve as Chairman of the Committee, the National Control Officer of the Department, who shall serve as Executive Officer of the Committee, and one representative of each of the following agencies, named by the head thereof: Commodity Credit Corporation, Food Distribution Administration, and Food Production Administration.
4. The Critical Materials Committee shall select a representative and an alternate representative of the Department on

the Requirements Committee of each industry division of the War Production Board in which the Department has an interest, except the materials divisions. Whenever practicable, the Committee shall select as such representatives and alternates appropriate employees of the line agencies of the Department which have the greatest interest in the products for which the particular War Production Board division is responsible. The functions of the Department's representatives on these division committees shall be limited to presenting and supporting the requirements approved by the Secretary and to such other functions as the Critical Materials Committee may determine. When so representing the Department, such representatives shall be responsible to the Material Control Officer.

5. All programs of the Department which require critical materials and all requests for allotments of such materials shall be submitted through the Material Control Officer to the Critical Materials Committee for its concurrence or recommendation before submission to the Secretary.
6. In the event an allotment of any critical material is made to the Department to cover more than one program and the amount of such allotment is less than the estimated requirements for such programs, the Critical Materials Committee shall recommend to the Secretary such adjustments among the Department's programs as the Committee finds necessary in view of the allotments made to the Department. All such recommendations with respect to any program shall be submitted to the head of the agency administering the program for concurrence or recommendation prior to submission to the Secretary.
7. The Material Control Officer of the Department, under the general supervision and direction of the Chairman of the Critical Materials Committee, shall:
 - (a) Represent the Department on the Controlled Materials Board of the War Production Board.
 - (b) Obtain from each agency of the Department estimates of the requirements of critical materials for all programs and activities of such agency which are within the areas of jurisdiction within which it is agreed between the Department of Agriculture and the War Production Board that the Department will present claims as a WPB Claimant Agency.
 - (c) Arrange for the presentation of these requirements in appropriate form to the Secretary and to the War Production Board.

the Requirements Committee of each industry division of the War Production Board in which the Department has an interest, except the materials divisions. Whenever practicable, the Committee shall select as such representatives and alternates appropriate employees of the line agencies of the Department which have the greatest interest in the products for which the particular War Production Board division is responsible. The functions of the Department's representatives on these division committees shall be limited to presenting and supporting the requirements approved by the Secretary and to such other functions as the Critical Materials Committee may determine. When so representing the Department, such representatives shall be responsible to the Material Control Officer.

5. All programs of the Department which require critical materials and all requests for allotments of such materials shall be submitted through the Material Control Officer to the Critical Materials Committee for its concurrence or recommendation before submission to the Secretary.

6. In the event an allotment of any critical material is made to the Department to cover more than one program and the amount of such allotment is less than the estimated requirements for such programs, the Critical Materials Committee shall recommend to the Secretary such adjustments among the Department's programs as the Committee finds necessary in view of the allotments made to the Department. All such recommendations with respect to any program shall be submitted to the head of the agency administering the program for concurrence or recommendation prior to submission to the Secretary.

7. The Material Control Officer of the Department, under the general supervision and direction of the Chairman of the Critical Materials Committee, shall:

(a) Represent the Department on the Controlled Materials Board of the War Production Board.

(b) Obtain from each agency of the Department estimates of the requirements of critical materials for all programs and activities of such agency which are within the area of jurisdiction within which it is agreed between the Department of Agriculture and the War Production Board that the Department will present claims as a WPB Claimant Agency.

(c) Arrange for the presentation of these requirements in appropriate form to the Secretary and to the War Production Board.

- (d) Upon recommendation of the Critical Materials Committee and approval by the Secretary, arrange for the allocation of materials among agencies and offices of the Department within the limits and conditions of the allotments made to the Department by the War Production Board.
 - (e) Arrange for the necessary implementation so that materials may be forthcoming in accordance with approved schedules.
 - (f) Establish and maintain control accounts with respect to critical materials allotted to the Department.
 - (g) Establish and arrange for appropriate controls and handling of all requests for priorities assistance, preference ratings and new construction applications. Each such request, however, shall be referred for appropriate processing and recommendation to the agencies of the Department which have the greatest interest in the particular application.
 - (h) Supervise and direct such employees as may be needed to assist the Material Control Officer in carrying out his functions.
 - (i) Designate members of his staff to represent the Department on the Facility Clearance Board, the Facility Review Committee, the Engineering Board of Review, the Claimant Agencies Committee on CMP Records and Accounts, and on the requirements committees of materials divisions of the War Production Board.
8. Mr. F. B. Northrup is designated as Material Control Officer of the Department. Mr. Northrup will also serve as the representative of the Department on the Program Adjustment Committee of the War Production Board.
9. The procedure set forth in this memorandum shall not apply to ordinary Bureau requirements for operating supplies and equipment, for equipment and supplies for research agencies even though used in connection with food studies and programs, nor to such special projects as the Emergency Rubber Program, the Alaska Spruce, Airplane Warning Service, and Access Roads projects. All such requirements will continue to be presented to the War Production Board through present governmental requirements procedures.

- (d) Upon recommendation of the Critical Materials Committee and approval by the Secretary, arrange for the allocation of materials among agencies and offices of the Department within the limits and conditions of the allotments made to the Department by the War Production Board.
 - (e) Arrange for the necessary implementation so that materials may be forthcoming in accordance with approved schedules.
 - (f) Establish and maintain control accounts with respect to critical materials allotted to the Department.
 - (g) Establish and arrange for appropriate controls and handling of all requests for priorities assistance, preference ratings and new construction applications. Each such request, however, shall be referred for appropriate processing and recommendation to the agencies of the Department which have the greatest interest in the particular application.
 - (h) Supervise and direct such employees as may be needed to assist the Material Control Officer in carrying out his functions.
 - (i) Designate members of his staff to represent the Department on the Facility Clearance Board, the Facility Review Committee, the Engineering Board of Review, the Claimant Agencies Committee on GMP Records and Accounts, and on the requirements committee of materials divisions of the War Production Board.
8. Mr. F. B. Northing is designated as Material Control Officer of the Department. Mr. Northing will also serve as the representative of the Department on the Program Adjustment Committee of the War Production Board.
 9. The procedure set forth in this memorandum shall not apply to ordinary Bureau requirements for operating supplies and equipment for equipment and supplies for research agencies even though used in connection with food studies and programs, nor to such special projects as the Emergency Higher Program, the Alaska Service, Airplane Warning Service, and Access Roads projects. All such requirements will continue to be presented to the War Production Board through present governmental requirements procedures.

4-Memorandum No. _____

10. This memorandum supersedes Memorandum No. 1001 and Supplement 1 thereto, and Memorandum No. 1057.
11. The provisions of this memorandum shall be effective on and after January 29, 1943.

Claude R. Wickard

Secretary

1. Priority Department of program requirements. The responsibility for estimating requirements for programs within each of the areas, as defined in the above mentioned memorandum, shall be divided between the Food Production Administration, the Food Distribution Administration, and the Commodity Credit Corporation, in accordance with the schedule attached. The time and date in which these requirements shall be presented, and the nature of the evidence supporting the requirements, shall be in accordance with the instructions contained in the attached memorandum and with such additional instructions as may be issued by the Federal Control Office for the Department of Agriculture.
2. Forwarding of priority requirements and other similar documents. Requirements for priority food and other similar documents shall be forwarded to the Office for Agricultural Policy and Planning, which is located in the Division of the Federal Control Office, a Working Control Section.

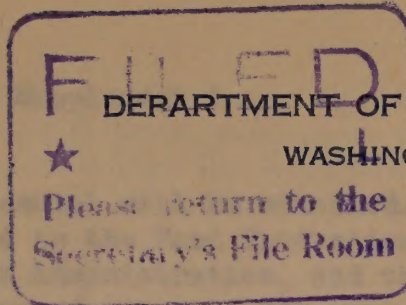
As soon as practicable, a copy of the requirements shall be forwarded to the Division of the Federal Control Office, a Working Control Section, and all similar documents shall be forwarded to the Division of the Federal Control Office, a Working Control Section. It shall be the responsibility of this section, in accordance with the instructions issued by the Federal Control Office, to forward all such documents to the Division of the Federal Control Office, a Working Control Section, and to be processed and forwarded to the appropriate agency.

10. This memorandum supersedes Memorandum No. 1001 and Supplement I thereto, and Memorandum No. 1037.

11. The provisions of this memorandum shall be effective on and after January 29, 1943.

Charles E. Wickham

Secretary



Regn 4117
Dated 3-12-43

March 11, 1943

MEMORANDUM NO. 1070, SUPPLEMENT 1

Critical Materials Procedure

In a memorandum dated February 24, issued by the Director of the Program Bureau of the War Production Board, entitled "Presentation of Requirements by the Secretary of Agriculture under CMP", there has been defined the areas within which the Secretary of Agriculture, as a Claimant Agency, will present requirements in accordance with the Controlled Materials Plan for the Department of Agriculture's food programs. (Copy of this memorandum is attached). In order to effectuate these instructions the following responsibilities are hereby established:

1. Primary development of program requirements. The responsibility for estimating requirements for programs within each of the areas, as defined in the above mentioned memorandum from the WPB Program Bureau, shall be divided between the Food Production Administration, the Food Distribution Administration, and the Commodity Credit Corporation, in accordance with the schedule attached. The time and form in which these requirements shall be presented, and the documentary evidence supporting the requirements, shall be in accordance with the instructions contained in the WPB memorandum and with such additional instructions as may be issued by the Material Control Officer for the Department of Agriculture.
2. Processing of priority applications and other similar documents. Supplementary to paragraph 7(g) of Memorandum No. 1070, there shall be established in the Office for Agricultural War Relations under the jurisdiction of the Material Control Officer a Routing Control Section.

Except as noted below, all priority, Production Requirements Plan, Controlled Materials Plan, and construction applications, and all similar documents which are to be processed within the Department of Agriculture as a branch of first or single reference shall be routed to the Routing Control Section. It shall be the responsibility of this section, in accordance with instructions issued by the Material Control Officer, to immediately refer all such documents to the Agencies of the Department in which they are to be processed and from which a recommendation

ORGANIZATION /

March 1, 1942

File in the
War Relocation Authority



MEMORANDUM NO. 1070, SUPPLEMENT 1

Critical Materials Procedure

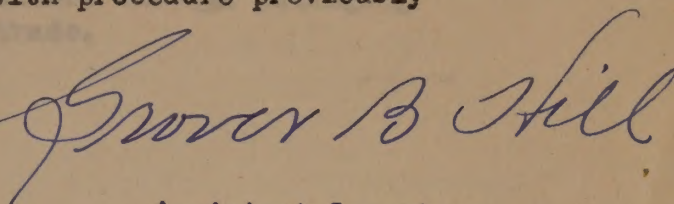
In a memorandum dated February 24, issued by the Director of the Program Bureau of the War Production Board, entitled "Presentation of Requirements by the Secretary of Agriculture under CMB", there has been defined the areas within which the Secretary of Agriculture, as a Claimant Agency, will present requirements in accordance with the Controlled Materials Plan for the Department of Agriculture's food programs. (Copy of this memorandum is attached). In order to effectuate these instructions the following responsibilities are hereby established:

1. Primary development of program requirements. The responsibility for estimating requirements for programs within each of the areas as defined in the above mentioned memorandum from the WPB Program Bureau, shall be divided between the Food Production Administration, the Food Distribution Administration, and the Commodity Credit Corporation, in accordance with the schedule attached. The time and form in which these requirements shall be presented, and the documentary evidence supporting the requirements, shall be in accordance with the instructions contained in the WPB memorandum and with such additional instructions as may be issued by the Material Control Officer for the Department of Agriculture.
2. Processing of priority applications and other similar documents. Supplementary to paragraph 1(g) of Memorandum No. 1070, there shall be established in the Office for Agricultural War Relocations under the jurisdiction of the Material Control Officer a Routing Control Section.

Except as noted below, all priority, Production Requirements Plan, Controlled Materials Plan, and construction applications, and all similar documents which are to be processed within the Department of Agriculture as a branch of first or single reference shall be routed to the Routing Control Section. It shall be the responsibility of this section, in accordance with instructions issued by the Material Control Officer, to immediately refer all such documents to the agencies of the Department in which they are to be processed and from which a recommendation

2-Memorandum No. 1070, Supplement 1

for approval or denial will be obtained. All such documents shall be referred to the Food Production Administration, the Food Distribution Administration, and the Commodity Credit Corporation in accordance with the same division of responsibility as is indicated in the attached schedule, referred to in paragraph 1 above. Upon completion of the processing of such documents by the respective agencies, they shall be returned immediately to the Routing Control Section for transmittal to the War Production Board for final action. All documents of the character referred to in this paragraph which are filed in connection with requirements, as defined in paragraph 9 of Memorandum No. 1070, are not covered by this procedure but shall be handled in accordance with procedure previously established.



Assistant Secretary

Attachments

III. Commodity Credit Corporation

- A. On-farm prefabricated grain storage from B, 1.
- B. Off-farm storage of grain of all kinds including rice, soybeans, and peanuts.
- C. Cotton and lintseed from the gin through the compressor.
- D. Hemp, flax, and other similar fibers through the spinning plant.
- E. Seeds for oils as defined in (a).

(All letter and number references are to the various sections of the WPA Program Survey memorandum of February 24).

for approval or denial will be obtained. All such documents shall be referred to the Food Production Administration, the Food Distribution Administration, and the Commodity Credit Corporation in accordance with the same division of responsibility as is indicated in the attached schedule, referred to in paragraph 1 above. Upon completion of the processing of such documents by the respective agencies, they shall be returned immediately to the Routing Control Section for transmittal to the War Production Board for final action. All documents of the character referred to in this paragraph which are filed in connection with requirements, as defined in paragraph 2 of Memorandum No. 1070, are not covered by this procedure previously established. In accordance with procedure previously established.

Assistant Secretary

Attachments

Responsibility within the Department of Agriculture for the primary development of program requirements for non-food materials within the areas as defined in section I of the memorandum issued February 24, 1943 by the WPB Program Bureau shall be as follows:

I. Food Production Administration

- A. All of B, 1 - except on-farm prefabricated grain storage facilities.
- B. From B, 2, (a), (i), - chick hatcheries.
- C. From B, 2, (a), (ii) - milk cans.
- D. All of B, 2, (a), (iv)
- E. From B, 2, (d), (i), - cotton and linters through the gin including bale covers and ties.
- F. From B, 2, (f) - seeds and fertilizers through packaging for the wholesale trade.
- G. From all areas - textile bags.

II. Food Distribution Administration

- A. All of B, 2 except:
 - 1. Textile bags in all areas.
 - 2. Off-farm storage of grain of all kinds including rice, soybeans, and peanuts.
 - 3. Chick hatcheries from (a), (i).
 - 4. Milk cans from (a), (ii).
 - 5. All of (a), (iv).
 - 6. All of (d), (i).
 - 7. Seeds for oils from (e).
 - 8. Seeds and fertilizers from (f).

III. Commodity Credit Corporation

- A. On-farm prefabricated grain storage from B, 1.
- B. Off-farm storage of grain of all kinds including rice, soybeans, and peanuts.
- C. Cotton and linters from the gin through the compress.
- D. Hemp, flax, and other similar fibers through the decorating plant.
- E. Seeds for oils as defined in (e).

(All letter and number references are to the various sections of the WPB Program Bureau memorandum of February 24).

Responsibility within the Department of Agriculture for the primary development of program requirements for non-food materials within the areas as defined in section I of the memorandum issued February 24, 1943 by the WFB Program Bureau shall be as follows:

I. Food Production Administration

- A. All of B, 1 - except on-farm prefabricated grain storage facilities.
- B. From B, 2, (a), (1), - chick hatcheries.
- C. From B, 2, (a), (11), - milk cans.
- D. All of B, 2, (a), (iv).
- E. From B, 2, (d), (1), - cotton and linters through the gin including bale covers and ties.
- F. From B, 2, (f) - seeds and fertilizers through packaging for the wholesale trade.
- G. From all areas - textile bags.

II. Food Distribution Administration

- A. All of B, 2 except:
 - 1. Textile bags in all areas.
 - 2. Off-farm storage of grain of all kinds including rice, soybeans, and peanuts.
 - 3. Chick hatcheries from (a), (1).
 - 4. Milk cans from (a), (11).
 - 5. All of (a), (iv).
 - 6. All of (d), (1).
 - 7. Seeds for oils from (e).
 - 8. Seeds and fertilizers from (f).

III. Commodity Credit Corporation

- A. On-farm prefabricated grain storage from B, 1.
- B. Off-farm storage of grain of all kinds including rice, soybeans, and peanuts.
- C. Cotton and linters from the gin through the compress.
- D. Hemp, flax, and other similar fibers through the decortivating plant.
- E. Seeds for oils as defined in (e).

(All letter and number references are to the various sections of the WFB Program Bureau memorandum of February 24).

Regn. 4098
Dated 2-4-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Please return to the
Secretary's File Room

February 3, 1943.

MEMORANDUM NO. 1071

Clearance with Staff Offices

In order to facilitate the administration of programs which concern both this Department and other Federal organizations, certain agencies of the Department or officials thereof have from time to time been designated to serve in a liaison capacity on specific programs or with specific Federal agencies.

The establishment of such liaison arrangements, however, does not affect the necessity for utilizing the services of and obtaining the usual clearance from the staff offices of the Department. The relationship with staff offices on programs for which liaison representatives have been or may be designated are to be no different from the relationship with staff offices on regular programs of the Department. It is important that the fiscal, personnel, informational, legal, and other staff phases of programs be given consideration and be handled in accordance with established administrative procedures. If this is not done, oversights may occur and difficulties arise, particularly in matters which concern the over-all Federal staff agencies, such as the Bureau of the Budget, the Office of War Information, the Civil Service Commission, etc., which may delay the execution of the Department's programs.

Since the activities for which liaison representatives have been appointed are in nearly all cases directly connected with the War, the staff offices are directed to give special attention to the servicing and clearing of such matters.

Claude R. Wickard

Secretary

COMMUNICATIONS

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 2, 1943

Memorandum

Organization of the Staff

In order to facilitate the administration of programs which require both the Department and other Federal organizations, certain agencies of the Department or officials thereof have been designated to serve in a liaison capacity on specific programs or with specific Federal agencies.

The establishment of such liaison arrangements, however, does not affect the necessity for maintaining the services of the Department. The usual clearance from the staff offices of the Department is required. The relationship with staff offices on programs for which liaison representatives have been or may be designated are to be maintained from the relationship with staff offices on regular programs of the Department. It is important that the liaison representatives be given consideration and be handled staff phases of programs in accordance with administrative procedures. It is not to be assumed that liaison representatives are directly connected with the execution of the Department's programs.

Since the activities of the liaison representatives have been reported to the Secretary, all cases directly connected with the staff offices are directed to the staff offices for the review and clearing of such matters.

Secretary

Regn 4103
Dated - 2-13-43

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON
Please
Secretary's File Room

February 13, 1943.

MEMORANDUM NO. 1072

American-Canadian Standing Committee on
Agricultural and Food Production and Distribution

On January 7 of this year the Honorable J. G. Gardiner, Canadian Minister of Agriculture, and I agreed to set up a standing committee consisting of officials of both countries, to keep agricultural and food production and distribution in Canada and the United States under continuing review, in order to further such developments as may be desirable in reference to those phases of our wartime agricultural and food programs that are of concern to both countries. It was understood that reports and recommendations of the Committee would be made to the Minister, or other appropriate Canadian authority, and to me.

The following persons are designated to serve as members of the Committee:

L. A. Wheeler, Director, Office of Foreign Agricultural Relations
R. F. Hendrickson, Director, Food Distribution Administration
J. B. Hutson, President, Commodity Credit Corporation
M. C. Townsend, Director, Food Production Administration

The Canadian members will be designated by the Minister or other Canadian authority. Mr. Wheeler will serve as chairman of our section of the Committee and will keep the Department of State advised of any developments of interest to that Department. Each member is authorized to designate an alternate.

The Committee will determine its own organization and plan of operations, within the general understanding between the Minister and myself, stated in the press release of January 7.

Claude R. Wickard

Secretary

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 1, 1943

MEMORANDUM NO. 1072

American-Canadian Standing Committee on
Agricultural and Food Production and Distribution

On January 7 of this year the Honorable J. G. Gardiner, Canadian Minister of Agriculture, and I agreed to set up a standing committee consisting of officials of both countries, to keep agricultural and food production and distribution in Canada and the United States under continuing review, in order to further such developments as may be desirable in reference to those phases of our wartime agricultural and food programs that are of concern to both countries. It was understood that reports and recommendations of the Committee would be made to the Minister, or other appropriate Canadian authority, and to me.

The following persons are designated to serve as members of the Committee:

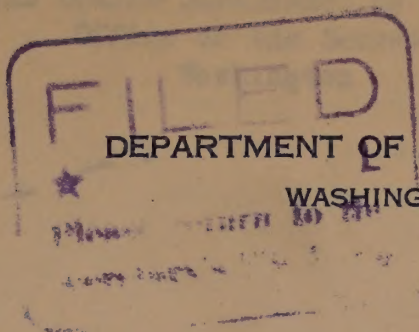
- I. A. Wheeler, Director, Office of Foreign Agricultural Relations
- R. F. Hendrickson, Director, Food Distribution Administration
- J. E. Watson, President, Commodity Credit Corporation
- M. C. Townsend, Director, Food Production Administration

The Canadian members will be designated by the Minister or other Canadian authority. Mr. Wheeler will serve as chairman of our section of the Committee and will keep the Department of State advised of any developments of interest to that Department. Each member is authorized to designate an alternate.

The Committee will determine its own organization and plan of operations, within the general understanding between the Minister and myself, stated in the press release of January 7.

Secretary

Regn. 4105
Dated 2-16-43



February 15, 1943.

MEMORANDUM NO. 1073

Regular Hours of Duty on February 22, 1943

Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on February 22, 1943.

Ernest B. Hill
Assistant Secretary

Charles R. Whitford
Secretary

PERSONNEL 11

Page 2-16-4

DEPARTMENT OF AGRICULTURE

WASHINGTON



February 13, 1943

MEMORANDUM NO. 1073

Regular Hours of Duty on February 22, 1943

Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on February 22, 1943.

James B. Hill
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OBSOLETE

March 1, 1943

MEMORANDUM NO. 1074

To All Washington and Beltsville Employees of the Department:

Special Announcement Regarding Chest X-rays

The Department of Agriculture is very much concerned with and anxious to do anything possible to promote and protect the health of its employees. In these times it is urgent that there be as much health protection as possible because of the urgent need for the use of every possible hour of work and because of the shortage of physicians to treat illnesses.

With the cooperation of the United States Public Health Service and the District of Columbia Health Department, arrangements have been made for chest X-rays for all employees stationed in Washington and at Beltsville. This program will get under way in the very near future. Your Bureau Personnel Office will be notified about the time and place for you to report. There will be no charge for the X-ray examination and it will take only a few minutes for each person.

The Department is fortunate in being able to offer this valuable health service to employees without cost to them. It is a worthwhile opportunity and I am counting upon every employee to take full advantage of it.

Our own satisfaction and protection will be enhanced through participation in this service. The Public Health Service will, if this is used freely, feel our appreciation of this service to us.

Charles R. Wickard

Secretary

*Obsolete - for Robert Moore, Press
by phone 4-1-43*

*John Thurston
4-1-43*

ch

March 1, 1904

MEMORANDUM FOR THE SECRETARY

To the Honorable Secretary of the Interior

Subject: Indian Affairs

The Department of the Interior has the honor to acknowledge the receipt of your letter of the 28th inst. regarding the matter of the Indian Affairs. It is requested that you will be good enough to advise this Department of the progress of the same.

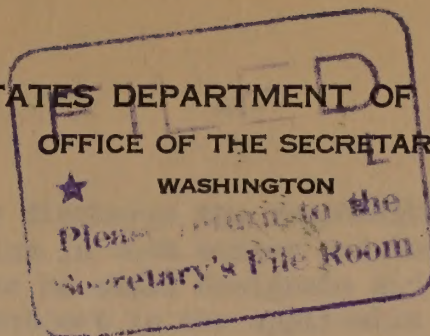
With reference to the matter of the Indian Affairs, it is requested that you will be good enough to advise this Department of the progress of the same. It is requested that you will be good enough to advise this Department of the progress of the same.

The Department of the Interior has the honor to acknowledge the receipt of your letter of the 28th inst. regarding the matter of the Indian Affairs. It is requested that you will be good enough to advise this Department of the progress of the same.

Very respectfully,
Your obedient servant,
[Signature]

Charles F. Smith
Secretary of the Interior
Washington, D.C.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY



March 1, 1943

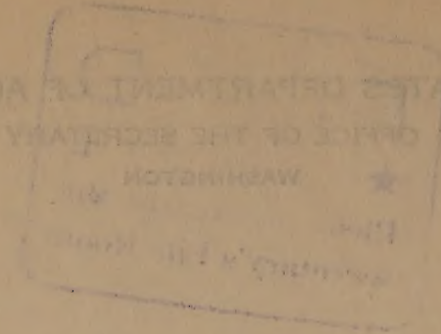
MEMORANDUM No. 1075

Establishment of the Agricultural Labor Administration

In order that the farm labor program may be further unified and more closely integrated to carry out the responsibilities assigned to the Department by Executive Order No. 9280 of December 5, 1942, and by the regulations and directives issued by the Economic Stabilization Director and the Chairman of the War Manpower Commission, it is hereby ordered as follows;

1. There is hereby established in the Department of Agriculture an Agricultural Labor Administration, which shall be under the direction and supervision of a Director of Agricultural Labor.
2. The Director or, in his absence or inability to act, an Acting Director to be named by him shall, as personal representative of and under the general direction and supervision of the Secretary, be responsible for the labor activities carried out by the Department, including the development, integration, and administration of programs for securing and effectively using agricultural manpower, programs for the operation of mobile and permanent labor centers, and such programs relating to farm wage rates and farm wage stabilization as may be necessary to carry out farm wage responsibilities of the Department; the investigation and presentation to appropriate Government agencies of the labor problems of the food processing and distributing industries; and the performance of all liaison with other Government agencies dealing with labor.
3. The functions and personnel of the Agricultural Labor Branch of the Food Production Administration are hereby transferred to the Agricultural Labor Administration. The farm labor activities of the Farm Security Administration of the Food Production Administration, and of the other agencies of the Department, including the Food Distribution Administration, the Extension Service, the Office of Personnel, and the Bureau of Agricultural Economics, are to be carried out in conformity with the policies and procedures developed by the Director of ~~the~~ Agricultural Labor. ~~Administration~~

ORGANIZATION / (A La)



1072

REPORT OF THE SECRETARY OF AGRICULTURE

The first of the two reports of the Secretary of Agriculture for the year 1907 is a report on the work of the Department during the year. It is a report of the Secretary to the President and to the Congress. It is a report of the Secretary to the people of the United States. It is a report of the Secretary to the world.

The second of the two reports of the Secretary of Agriculture for the year 1907 is a report on the work of the Department during the year. It is a report of the Secretary to the President and to the Congress. It is a report of the Secretary to the people of the United States. It is a report of the Secretary to the world.

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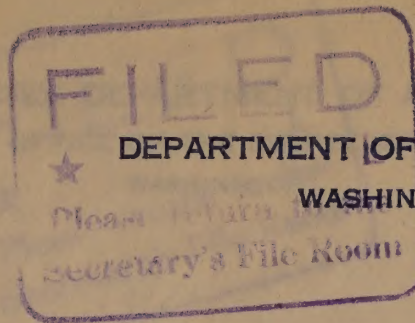
The second of the two reports of the Secretary of Agriculture for the year 1907 is a report on the work of the Department during the year. It is a report of the Secretary to the President and to the Congress. It is a report of the Secretary to the people of the United States. It is a report of the Secretary to the world.

4. The Director may discharge the responsibilities imposed upon him by this memorandum in such manner and through such agencies of the Department as he shall designate and he is authorized, in his discretion and subject to the applicable laws and regulations, to make such delegations of authority as are necessary to the effective discharge of such responsibilities.
5. Mr. Wayne H. Darrow is hereby designated as the Director of Agricultural Labor.
6. All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.
7. This memorandum shall be effective March 1, 1943.

Claude R. Wickard
Secretary

4. The Director may discharge the responsibilities imposed upon him by this memorandum in such manner and through such agencies of the Department as he shall designate and he is authorized, in his discretion and subject to the applicable laws and regulations, to make such delegations of authority as are necessary to the effective discharge of such responsibilities.
5. Mr. Wayne H. Barrow is hereby designated as the Director of Agricultural Labor.
6. All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.
7. This memorandum shall be effective March 1, 1948.

Secretary



Regn. 4114
Dated 3-9-43

March 8, 1943.

MEMORANDUM NO. 1076

Submission of Annual Reports to Congress

At least 15 days before the date upon which an annual report is required by law to be submitted to Congress by the Department or any agency thereof, the agency concerned shall forward the report, through the Office of Budget and Finance and the Office of Information, to the Secretary with transmittal letters, for the Secretary's signature, addressed to the Speaker of the House of Representatives and the Vice President.

If no due date is specified in the law requiring a report, the following provision of sec. 195 of the Revised Statutes (5 U. S. C., sec. 106) shall be complied with:

"Except where a different time is expressly prescribed by law, the various annual reports required to be submitted to Congress by the heads of Departments shall be made at the commencement of each regular session, and shall embrace the transactions of the preceding year."

Each agency head should designate a member of his staff whose responsibility it will be to assure compliance with the applicable statutes and this memorandum.

Gwen B. Hill
Assistant Secretary

REPORTS /

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM FOR THE SECRETARY

Submission of Annual Reports to Congress

At least 15 days before the date upon which an annual report is required by law to be submitted to Congress by the Department or any agency thereof, the report concerned shall be forwarded through the Office of Management and Finance and the Office of Information, to the Secretary with transmittal letter, for the Secretary's signature, addressed to the Speaker of the House of Representatives and the Vice President.

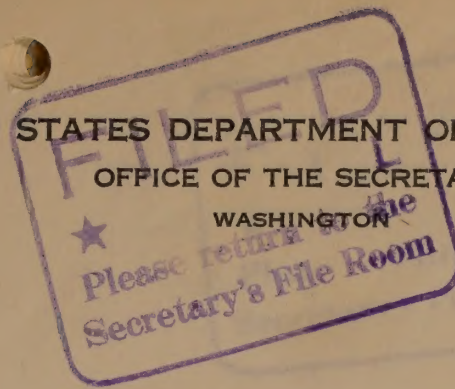
If no date is specified in the law requiring a report, the following provision of Sec. 109 of the Federal Statutes (U. S. C. Sec. 109) shall be complied with:

"Except where a different time is otherwise prescribed by law, the various annual reports required to be submitted to Congress by the Department or any agency thereof shall be made at the commencement of each regular session, and shall embrace the transactions of the preceding year."

Each agency shall designate a member of its staff whose responsibility it will be to assure compliance with the applicable statute and this memorandum.

Very truly yours,
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY



Regn 4115
Dated 3-9-43

March 8, 1943.

MEMORANDUM NO. 1077

Travel Authorizations

Paragraph 13(a)(2) of the Standardized Government Travel Regulations, as amended by Budget Bureau Circular 401, dated October 8, 1942, permits a seat in a sleeping or parlor car when the continuous rail journey is more than two hours. It provides further, that if under emergency or similar circumstances the use of such a seat is necessary for a journey of two hours or less, it must be specifically authorized or approved in writing in each case by the head of the Department or by an official to whom such authority has been properly delegated.

Subject to the limitations set forth therein, paragraph 3421 of the Department Regulations shall be construed as delegating to the chiefs of bureaus (a) the authority to authorize or approve the use of seats in a sleeping or parlor car for a journey of two hours or less under the circumstances outlined in the above cited subparagraph of the Standardized Government Travel Regulations, and (b) the authority to delegate this same authority to their subordinates to the extent necessary for good administration.

Ernest B. Hill
Assistant Secretary

AUTHORIZATIONS

MEMORANDUM NO. 1077

Travel Regulations

Paragraph 13(2) of the Standardized Government Travel Regulations, as amended by Budget Bureau Circular 401, dated October 8, 1942, permits a seat in a sleeping or parlor car when the continuous rail journey is more than two hours. It provides further, that if under emergency or similar circumstances the use of such a seat is necessary for a journey of two hours or less, it must be specifically authorized or approved in writing in each case by the head of the Department or by an official to whom such authority has been properly delegated.

Subject to the limitations set forth therein paragraph 3421 of the Department Regulations shall be construed as delegating to the chiefs of bureaus (a) the authority to authorize or approve the use of seats in a sleeping or parlor car for a journey of two hours or less under the circumstances outlined in the above cited subparagraph of the Standardized Government Travel Regulations, and (b) the authority to delegate this same authority to their subordinates to the extent necessary for good administration.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Please return to the
Secretary's File Room

Regn. 4118
Dated 3-12-43

March 11, 1943

MEMORANDUM NO. 1078

Transfer of Nutrition Functions
to Department of Agriculture

The functions, powers, and duties, with respect to nutrition, together with the personnel, property, and records, of the Office of Defense Health and Welfare Services and of the Director of the Office of Defense Health and Welfare Services, transferred to the Department of Agriculture by Executive Order No. 9310, are hereby placed in the Food Distribution Administration, and shall be administered under the supervision and direction of the Director of Food Distribution.

Claude A. Wickard

Secretary

ORGANIZATION

1 (FSA)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

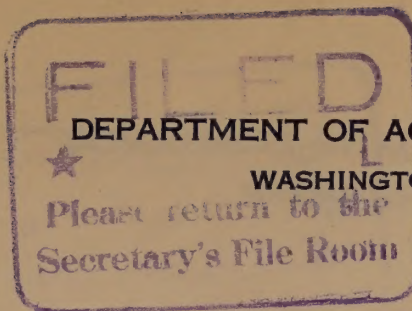
From _____
to _____
Date _____

MEMORANDUM NO. 1078

Transfer of Nutrition Functions
to Department of Agriculture

The functions, powers, and duties, with respect to nutrition,
together with the personnel, property, and records, of the
Office of Defense Health and Welfare Services and of the
Director of the Office of Defense Health and Welfare Services,
transferred to the Department of Agriculture by Executive
Order No. 9310, are hereby placed in the Food Distribution
Administration, and shall be administered under the supervi-
sion and direction of the Director of Food Distribution.

Secretary



Regn 4121
Dated 3-12-43

March 12, 1943.

MEMORANDUM NO. 1079

Authorizing the Chairman of the Committee on Foreign
Purchase and Importation to Exercise Free Entry
Privileges Under Executive Order No. 9177

Pursuant to Executive Order No. 9177, delegating to the Secretary of War, the Secretary of the Navy, the Secretary of the Treasury, the Secretary of Agriculture, and the Reconstruction Finance Corporation authority to exercise the functions, powers and duties theretofore vested in the Secretary of the Navy by the Act of June 30, 1914 (38 Stat. 399; 34 U.S.C., 1940 ed., 568), relating to emergency purchases of war materials abroad, I hereby designate and authorize the Chairman of the Committee on Foreign Purchase and Importation of the Department of Agriculture to exercise all the powers, duties, and functions vested in me by the said Executive Order, including the authority to execute the certificate set forth in section 2 thereof, with respect to all war materials which may be purchased abroad by any of the bureaus, administrations, or other agencies of the Department of Agriculture, including the corporations which are under the direction and supervision of the Secretary of Agriculture.

I further authorize the Chairman of the Committee on Foreign Purchase and Importation to delegate the power to execute such certificates to such officers and employees of the Department of Agriculture as he may designate.

Claude R. Wickard
Secretary of Agriculture

AUTHORIZATIONS

DEPARTMENT OF AGRICULTURE

WASHINGTON



MEMORANDUM NO. 1077

Authorizing the Chairman of the Committee on Foreign
Purchase and Importation to Exercise Free Entry
Privileges Under Executive Order No. 9177

Pursuant to Executive Order No. 9177, relating to the Secretary
of War, the Secretary of the Navy, the Secretary of the Treasury,
the Secretary of Agriculture, and the Reconstruction Finance Cor-
poration authority to exercise the functions, powers and duties
therebefore vested in the Secretary of the Navy by the Act of
June 30, 1914 (38 Stat. 399; 34 U.S.C., 1748 et seq.), relating
to emergency purchases of war materials abroad, I hereby designate
and authorize the Chairman of the Committee on Foreign Purchase
and Importation of the Department of Agriculture to exercise all
the powers, duties, and functions vested in me by the said Execu-
tive Order, including the authority to execute the certificate set
forth in section 2 thereof, with respect to all war materials which
may be purchased abroad by any of the bureau, administration, or
other agencies of the Department of Agriculture, including the
corporations which are under the direction and supervision of the
Secretary of Agriculture.

I further authorize the Chairman of the Committee on Foreign
Purchase and Importation to delegate the power to execute such cer-
tificates to such officers and employees of the Department of Agri-
culture as he may designate.

Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILES
Placed in the
Secretary's File Room

Regn. 4133
Dated 3-26-43
March 24, 1943.

MEMORANDUM NO. 1080

Departmental Committee for Consideration
of Federal Bureau of Investigation Reports
Referred to This Department by the
Interdepartmental Committee on Employee Investigations
Established Under Executive Order No. 9300

The following-named persons are hereby designated to serve as members of a committee to consider reports referred to this Department by the Interdepartmental Committee established under Executive Order No. 9300, dated February 5, 1943, in connection with employees of this Department who have been the subject of investigation by the Federal Bureau of Investigation under Public Laws Nos. 135 and 644, 77th Congress.

T. Roy Reid, Director of Personnel, Chairman
Emery E. Jacobs, Assistant to the Secretary
Thomas J. Flavin, Assistant to the Secretary
W. Carroll Hunter, Assistant Solicitor
C. T. Forster, Office of Personnel

The Committee will give all such cases its most careful and thorough consideration, and is authorized to dispose of the cases in accordance with such procedure as it may devise, subject to my approval.

Claude R. Wickard

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 1080

Interdepartmental Committee on Employee Investigations
Established under Executive Order No. 9300
Referred to this Department by the
Departmental Committee for Consideration
of Federal Bureau of Investigation Reports

The following-named persons are hereby designated to serve as members of a committee to consider reports referred to this Department by the Interdepartmental Committee established under Executive Order No. 9300, dated February 2, 1943, in connection with employees of this Department who have been the subject of investigation by the Federal Bureau of Investigation under Public Laws Nos. 135 and 344, 77th Congress.

C. T. Forster, Office of Personnel
W. Carroll Hunter, Assistant Solicitor
Thomas J. Flavin, Assistant to the Secretary
Emory E. Jacobs, Assistant to the Secretary
T. Roy Weld, Director of Personnel, Chairman

The Committee will give all such cases the most careful and thorough consideration, and is authorized to dispose of the cases in accordance with such procedure as it may devise, subject to my approval.

Secretary



FILES
DEPARTMENT OF AGRICULTURE
WASHINGTON

Regn. 4132
Dated 3-25-43

MEMORANDUM NO. 1081

March 25, 1943.

Delegation of Authority for Issuance of Revocable Permits for Use of Government-owned Land under the Jurisdiction of the United States Department of Agriculture for Food Production Purposes

In the interest of enlisting the use of Government-owned lands under the jurisdiction of the U. S. Department of Agriculture, not otherwise required for more vital purposes in the administration of the Department programs, to further our National food production program, the Heads of Administrations and Bureaus, having immediate jurisdiction over such lands, are hereby delegated authority to issue revocable permits for the use of such lands for Victory Garden purposes. Victory Gardens are interpreted to mean family size garden plots where produce raised is for home consumption and not for sale to others.

Information as to availability of such land shall not be restricted to any person or group of persons, but shall be made public through the newspapers or by such other suitable means as may be available to local field officials. In the issuance of permits for plots of land for Victory Gardens, every precaution should be taken to insure equal treatment of all applicants.

All lands, wherever possible, should be placed in food production when such action is not in conflict with more vital uses. Revocable permits should not be issued for use of land which is not suitable for Victory Garden purposes or where security considerations would prohibit such use. There should not be indiscriminate plow-up of grassland.

The Heads of Administrations and Bureaus may redelegate the authority contained in this Memorandum to responsible field officials of their respective agencies.

In order to facilitate action in this matter, the Solicitor has approved the attached form to serve as a guide to field officials in preparing revocable permits.

The authorities contained in this Memorandum shall be for the duration of the war emergency and six months thereafter.

Grove B. Hill
Assistant Secretary

GARDENS

DEPARTMENT OF AGRICULTURE

WASHINGTON



March 23, 1943

MEMORANDUM NO. 1081

Issuance of Authority for Issuance of Revocable Permits for Use of Government-owned Land under the Jurisdiction of the United States Department of Agriculture for Food Production Purposes

In the interest of enlisting the use of Government-owned lands under the jurisdiction of the U. S. Department of Agriculture, not otherwise required for more vital purposes in the administration of the Department, to further our National Food Production Program, the heads of Administrations and Bureaus, having immediate jurisdiction over such lands, are hereby delegated authority to issue revocable permits for the use of such lands for Victory Garden purposes. Victory Gardens are intended to make family size garden plots where produce raised is for home consumption and not for sale to others.

Information as to availability of such land shall not be restricted to any person or group of persons, but shall be made public through the newspapers or by such other suitable means as may be available to local field officials. In the issuance of permits for plots of land for Victory Gardens, every precaution should be taken to insure equal treatment of all applicants.

All lands, wherever possible, should be placed in food production when such action is not in conflict with more vital uses. Revocable permits should not be issued for use of land which is not suitable for Victory Garden purposes or where security considerations would prohibit such use. There should not be indiscriminate plow-up of grainland.

The heads of Administrations and Bureaus may redelegate the authority contained in this Memorandum to responsible field officials of their respective agencies.

In order to facilitate action in this matter, the Solicitor has approved the attached form to serve as a guide to field officials in preparing revocable permits.

The authorities contained in this Memorandum shall be for the duration of the war emergency and six months thereafter.

Assistant Secretary

SAMPLE

REVOCABLE PERMIT FORM

Mr. John Doe
1000 Oak Street
Wellville, Illinois

Dear Mr. Doe:

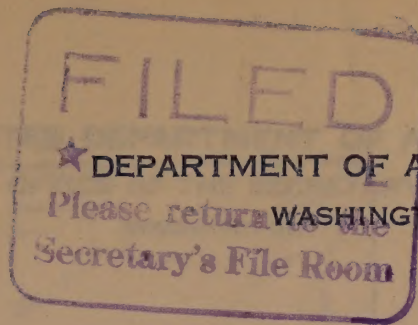
In furtherance of the Food Production Program, you are hereby authorized to use a parcel of land consisting of _____ square feet, designated by me and located at _____, for the purposes of planting and maintaining thereon a Victory Garden for production of food for home consumption, and not for sale to others.

It is understood that your use of the land shall be such as not to interfere with the activities of the Department and that you will promptly comply with any and all instructions given you by a responsible representative of the Department.

This permit is subject to revocation at the discretion of the person granting it or of any other duly authorized official of the Department. Upon the giving of notice of revocation of this permit, it shall become null and void.

Sincerely yours,

(Working Title of
Authorized Official)



Regn. 4140
Dated 4-7-43

April 5, 1943

*Recd
Adm. Council
10:50 am
4/7/43*

MEMORANDUM NO. 1081, SUPPLEMENT 1

Use of Government-Owned Land for Victory Garden Purposes

Authority granted under Memorandum No. 1081, dated March 25, 1943, is permissive, not mandatory, in character. It is presumed, therefore, that in determining the permissible use of Government-owned land for Victory Garden purposes careful judgment will be exercised by administrative officers to whom this authority is delegated.

Special care should be exercised in situations where considerable investments have been made in land for experimental purposes or as sites for research laboratories or other facilities and where the use of such land for Victory Gardens might interfere with or nullify present or future experiments or research procedures essential to the proper conduct of duly authorized and approved research programs. In such cases, it is particularly important to consider safeguards against undue disruption of uniformity in soil conditions affecting crop production on land now used or to be used in plot experiments. Likewise, safeguards should be observed to protect experimental areas against the spread of fire, insects, and animal or plant disease organisms. Other precautions to be taken include protection of nearby or adjacent experimental areas against trespass or other interference by persons using a given area assigned for garden purposes.

Such areas as may be suitable for garden purposes, and are susceptible of such use without jeopardizing experimental work, may be made available for gardens under the authority granted by Memorandum No. 1081.

Since the release of Memorandum No. 1081, it has been deemed advisable to eliminate the requirement concerning newspaper announcements. Information as to the availability of garden land should not be restricted, however, to any person or group of persons.

Ernest B. Skill
Assistant Secretary

GARDENS

DEPARTMENT OF AGRICULTURE

WASHINGTON

OFFICE OF THE SECRETARY



April 5, 1943

MEMORANDUM NO. 1081, SUPPLEMENT 1

Use of Government-Owned Land for Victory Garden Purposes

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Such areas as may be suitable for garden purposes and are susceptible of such use without jeopardizing experimental work, may be made available for gardens under the authority granted by Memorandum No. 1081.

Since the release of Memorandum No. 1081, it has been deemed advisable to eliminate the requirement concerning newspaper announcements. Information as to the availability of garden land should not be restricted, however, to any person or group of persons.

Assistant Secretary

Regn. 4135
Dated 3-27-43
UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED
★
Please return to the
Secretary's File Room.

March 25, 1943.

MEMORANDUM NO. 1082

Designation of Dr. Lewis H. Rohrbaugh as
Director of the Graduate School

Dr. Lewis H. Rohrbaugh has been designated Director of the Department of Agriculture Graduate School, effective March 15, 1943. He succeeds Dr. Eldon L. Johnson, who has been granted a year's leave of absence to serve as Academic Director of the University Meteorological Committee which is organizing meteorological training programs for Army Air Corps personnel.

Dr. Rohrbaugh entered the service of Farm Security Administration in June, 1941. In July, 1942, he transferred to the Division of Training, Office of Personnel, where he has been serving as Head of the Professional and Technical Section.

Paul H. Huppel
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 10, 1942

MEMORANDUM FOR THE SECRETARY

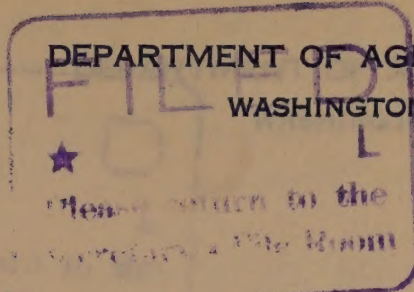
Designation of Dr. Lewis H. Kohnbaugh as
Director of the Graduate School

Dr. Lewis H. Kohnbaugh has been designated Director of the Department of Agriculture Graduate School, effective March 10, 1942. He succeeds Dr. Elton L. Johnson, who has been granted a year's leave of absence to serve as Academic Director of the University Agricultural Committee which is organizing meteorological training program for Army Air Corps personnel.

Dr. Kohnbaugh entered the service of Farm Security Administration in June, 1941. In July, 1942, he transferred to the Division of Training, Office of Personnel, where he has been serving as head of the Professional and Technical Section.

Very truly yours,
Elton L. Johnson
Acting Secretary

Regn. 4139
Dated 4-3-43



April 2, 1943.

MEMORANDUM NO. 1083

Field Appointments by Departmental Employment Officers

Hereafter the appointment of field employees, except to such positions as may be specified by the Director of Personnel, will not be made directly by the Secretary, but by Field Employment Officers exercising delegated employment authority pursuant to Secretary's Memorandum No. 603 and Supplements thereto, or, in cases where there are no Field Employment Officers, by Departmental Employment Officers pursuant to the terms of this memorandum. In such cases the Personnel Notification Form AD-126-F will be used as the appointment form.

Heads of administrations, bureaus and offices having field employees should recommend to the Director of Personnel as soon as is practicable and if possible before April 15, 1943, the designation of a Departmental Employment Officer and not more than two alternate Departmental Employment Officers. Departmental Employment Officers, upon designation by the Director of Personnel, are hereby delegated authority to employ for field duty pursuant to such regulations and procedures as may be prescribed by the Director of Personnel. This delegation is made pursuant to the Act of June 26, 1930, Public No. 441, amending Section 169, R. S.

Grover B. Hill
Assistant Secretary

*Revised,
of September 19, 1940.*

PERSONNEL 10-8

4-15-43
4-15-43

DEPARTMENT OF AGRICULTURE
WASHINGTON



April 2, 1943

MEMORANDUM NO. 1083

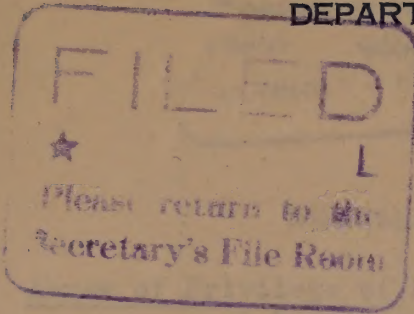
Field Appointments by Departmental Employment Officers

Hereafter the appointment of field employees, except to such positions as may be specified by the Director of Personnel, will not be made directly by the Secretary, but by field employment officers exercising delegated employment authority pursuant to Secretary's Memorandum No. 805- and supplements thereto, or, in cases where there are no field employment officers, by Departmental Employment Officers pursuant to the terms of this memorandum. In such cases the Personnel Notification Form AD-158-1 will be used as the appointment form.

Basis of administration, business and offices having field employees should recommend to the Director of Personnel as soon as is practicable and if possible before April 15, 1943, the designation of a Departmental Employment Officer and not more than two alternate Departmental Employment Officers. Departmental Employment Officers, upon designation by the Director of Personnel, and hereby delegated authority to employ for field duty pursuant to such regulations and procedures as may be prescribed by the Director of Personnel. This delegation is made pursuant to the Act of June 26, 1930, Public No. 461, amending Section 169, R. S.

James B. Hill
Assistant Secretary

Regn. 4059
Dated 9-30-43
pm 10-8
apr ✓



DEPARTMENT OF AGRICULTURE
WASHINGTON

June 30, 1943

MEMORANDUM NO. 1083, SUPPLEMENT NO. 1

Field Appointments by Departmental Employment Officers

Pursuant to Section 7, subsection (b) (4) of the Classification Act, as amended by the Mead-Ramspeck Act (Public Law 200, 77th Congress, 1st Session) approved August 1, 1941, and Section 2, subsection (c) of Executive Order No. 8842, dated August 1, 1941, Departmental Employment Officers who have heretofore been or who may hereafter be delegated the authority to make appointments under Memorandum No. 1083, dated April 2, 1943, are hereby designated to certify that the service and conduct of employees subject to their authority are satisfactory for salary advancement within the meaning of said subsections.

Grover B. Hill
Assistant Secretary

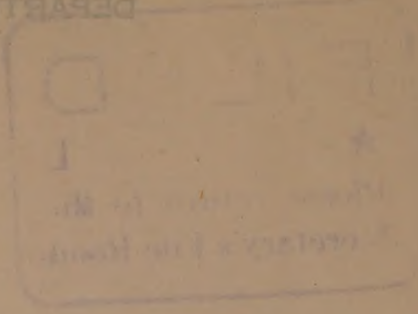
PERSONNEL 10-8

4-0-7
4-30-42

DEPARTMENT OF AGRICULTURE
WASHINGTON



June 30, 1942



MEMORANDUM NO. 1088, SUPPLEMENT NO. 1

Field Appointments by Departmental Employment Officers

Reference to Section 7, subsection (b) (4) of the Classification Act, as amended by the House-Rematch Act (Public Law 230, 75th Congress, 1st Session) approved August 1, 1941, and Section 2, subsection (c) of Executive Order No. 8842, dated August 4, 1941, Departmental Employment Officers who have heretofore been or who may hereafter be authorized the authority to make appointments under Memorandum No. 1088, dated April 2, 1942, are hereby designated to certify that the service and conduct of employees subject to their authority are satisfactory for salary advancement within the meaning of said subsections.

Assistant Secretary

Regn 4146
Dated 4-19-43

FILED

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY
WASHINGTON
Please send to the
Secretary's File Room

April 17, 1948

MEMORANDUM NO. 1084

Abuse of Privilege of Patronizing Cafeterias
and Lunchroom Services

This Department, among other agencies of the Government, recently has been criticized because of employees going to the lunchrooms for food after reporting for work at 9:00 a.m. and for abuses of the privilege of getting soft drinks and other refreshments during working hours. This criticism was directed at both Washington and field operations.

For Washington, as one corrective measure, the Welfare Association has been requested to discontinue the serving of food at 8:50 o'clock each morning. This deadline has been fixed with the idea that the employees who obtain breakfast service of any sort will have sufficient time to finish their meals and report to their desks at the starting hour. If the application of this rule does not result in clearing cafeterias and lunchrooms of all patrons of the food service by 9:00 a.m., a more drastic requirement will be introduced. This measure alone, however, will not stop unnecessary loitering and congregating in the cafeterias or other concessions where refreshments are served. That problem should be handled by the individual employees and their supervisors. The latter are responsible for the enforcement of regulations. It is hoped that the refreshments concessions may be left open under proper control and that abuses on the part of a few will not make it necessary to deny this privilege to employees generally.

For field operations, it will be necessary for the responsible supervisory official to take such action as may be required to prevent or eliminate any practices in connection with the patronizing of refreshment or food facilities which are likely to develop criticism. The investigations now in progress are to be extended to field operations and the respective supervisors will be required to assume responsibility for any unsatisfactory conditions that are reported as a result of these inquiries.

All agencies of the Department are requested to ensure that all supervisory employees in both Washington and the field receive a copy of this memorandum.

Paul H. Huppelby

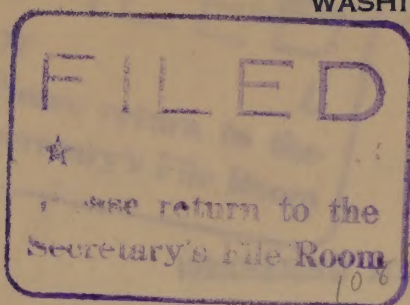
Under Secretary

SPACE 1-7-1

Regn. No. 4154
Dated 4-26-43



DEPARTMENT OF AGRICULTURE
WASHINGTON



APR 26 1943

MEMORANDUM NO. 1085

Hours of Duty and Overtime
Compensation On and After May 1, 1943

Public Law 821, 77th Congress, approved December 22, 1942, which suspended the Saturday Half-Holiday Law of March 3, 1931, and provided for the payment of overtime compensation to employees of the Department, expires on April 30, 1943. It is anticipated that a new law will be enacted shortly after May 1 which will provide for the continued payment of overtime compensation to employees of the Department and which will continue the suspension of the Saturday Half-Holiday Law.

Accordingly, in order that the war effort of the Department shall continue without interruption and in order that there may be no loss in compensation to employees under the prospective War Overtime Compensation Act of 1943, through reduction of weekly hours of duty below the present schedule, it is hereby ordered that on and after May 1, 1943, employees of the Department shall continue to observe regular hours of duty in accordance with regulations now in effect. In the event the prospective law is not enacted, compensatory time off for work in excess of four hours performed on Saturdays will later be granted as required by the Saturday Half-Holiday Law.

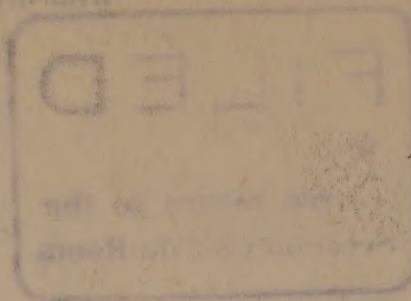
Claude R. Wickard

Secretary

PERSONNEL 11

Page No. 4134
Date 4-25-1931

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 1085

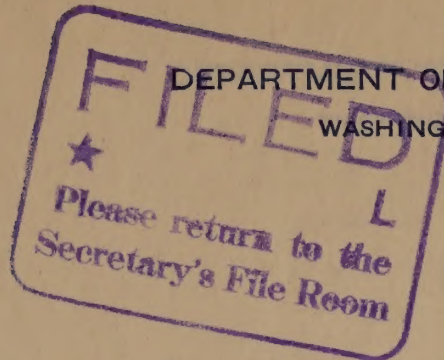
Hours of Duty and Overtime
Compensation for and after May 1, 1931

Public Law 621, 77th Congress, approved December 22, 1912, which amended the Saturday Half-Holiday Law of March 3, 1901, and provided for the payment of overtime compensation to employees of the Department, expired on April 30, 1931. It is anticipated that a new law will be enacted shortly after May 1 which will provide for the continued payment of overtime compensation to employees of the Department and which will continue the suspension of the Saturday Half-Holiday Law.

Accordingly, in order that the war effort of the Department shall continue without interruption and in order that there may be no loss in compensation to employees under the prospective War Overtime Compensation Act of 1931, through rescission of existing hours of duty below the present schedule, it is hereby ordered that on and after May 1, 1931, employees of the Department shall continue to observe regular hours of duty in accordance with regulations now in effect. In the event the prospective law is not enacted, compensatory time off for work in excess of four hours performed on Saturdays will later be granted as required by the Saturday Half-Holiday Law.

Charles R. Wickard

Secretary



Regn. 4156
Dated 4-27-43

April 26, 1943

MEMORANDUM NO. 1086

Farm Credit Administration

Executive Order No. 9322 of March 26, 1943, as amended by Executive Order No. 9334 of April 19, 1943, by which the War Food Administration was created, leaves the Farm Credit Administration, formerly part of the Food Production Administration, and the exercise and performance of its powers, functions and duties under the direction and supervision of the Secretary of Agriculture.

Mr. A. G. Black, reporting directly to the Secretary, will continue as Governor of the Farm Credit Administration to carry out, within the Farm Credit Administration, all powers, functions and duties vested in the Farm Credit Administration or the Governor thereof by statute or Executive order prior to Executive Order No. 9280 of December 5, 1942, and such additional powers, functions and duties as may be assigned to him by the Secretary.

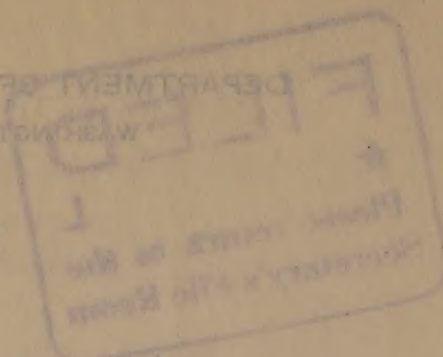
The Land Bank Commissioner, the Production Credit Commissioner, the Cooperative Bank Commissioner, and the Intermediate Credit Commissioner shall continue to carry out, within the Farm Credit Administration and under the general direction and supervision of the Governor, all powers, functions and duties vested in them by statute or Executive order prior to Executive Order No. 9280 of December 5, 1942, and such additional powers, functions and duties as may be assigned to them by the Secretary or the Governor.

Claude R. Wickard

Secretary

ORGANIZATION 1 (FCA)

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.



April 26, 1945

MEMORANDUM NO. 1086

Farm Credit Administration

Executive Order No. 9582 of March 20, 1945, as amended by Executive Order No. 9584 of April 19, 1945, by which the Farm Credit Administration was created, leaves the Farm Credit Administration, formerly part of the Food Production Administration, and the exercise and performance of its powers, functions and duties under the direction and supervision of the Secretary of Agriculture.

Mr. A. O. Black, reporting directly to the Secretary, will continue as Governor of the Farm Credit Administration to carry out, within the Farm Credit Administration, all powers, functions and duties vested in the Farm Credit Administration or the Governor thereof by statute or Executive order prior to Executive Order No. 9582 of December 5, 1943, and such additional powers, functions and duties as may be assigned to him by the Secretary.

The Farm Bank Commissioner, the Production Credit Commissioner, the Cooperative Bank Commissioner, and the Intermediate Credit Commissioner shall continue to carry out, within the Farm Credit Administration and under the general direction and supervision of the Governor, all powers, functions and duties vested in them by statute or Executive order prior to Executive Order No. 9582 of December 5, 1943, and such additional powers, functions and duties as may be assigned to them by the Secretary or the Governor.

Secretary

Regn. 4158
Dated 4-29-43



DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

April 29, 1943

MEMORANDUM NO. 1087

Office of Land Use Coordination

FILED

Please return to the
Secretary's File Room

The Office of Land Use Coordination shall continue as a staff unit in the Office of the Secretary with the functions and responsibilities heretofore assigned to it in connection with the policies and programs of agencies now under the jurisdiction of the Secretary. It shall have such other functions and responsibilities in connection with the policies and programs of such agencies as the Secretary may from time to time assign to it.

Section 13 of Supplement 2 to Secretary's Memorandum No. 1054 is hereby revoked.

Claude R. Weekard

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.



April 22, 1904

REGISTRATION NO. 1087

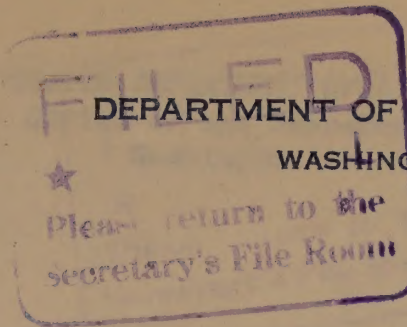
Office of Land Use Commission

The Office of Land Use Commission shall continue as
a part of the Office of the Secretary with the
functions and responsibilities previously assigned to
it in connection with the policies and program of
the Department. It shall have no other functions and responsibilities
in connection with the policies and program of the
Department as the Secretary may from time to time assign
to it.

Section 12 of Chapter 1, Act of March 3, 1901, is hereby repealed.

Charles F. Smith

Secretary



Reg. 4170
Dated 5-8-43

May 6, 1943

MEMORANDUM NO. 1088

Fixing of Wage Rates for Employees
Whose Positions Are Not Classified

Administration of the wage and salary stabilization policy, the overtime pay act, and other recent policies and rules relating to the compensation of employees indicates that there is needed in the Department a more fully developed and uniform policy and procedure for fixing the rates of pay of employees whose positions are not allocated to the grades defined in the Classification Act of 1923, as amended, or Executive Order No. 6746, dated June 21, 1934.

In fixing wage rates for such employees, it shall be the policy of the Department to pay not less than the prevailing rate for similar work, but in no case shall the rate set be less than thirty cents an hour. The area to be considered in determining the prevailing rate or range of pay for a given class of work shall be the effective area of competition in recruiting employees for such work.

The Director of Personnel shall develop and administer procedures for establishing wage rates throughout the Department and shall act on my behalf in approving recommended rates of pay. He may further delegate this authority as he sees fit to members of his own staff and to administrative officials of the various administrations, bureaus, and offices of the Department. In arriving at prevailing rates of wages the Director of Personnel or his duly authorized representative may utilize the services of such persons, wage boards, or other agencies as he may determine to be necessary.

The wage fixing procedures now in effect throughout the Department shall continue in effect until superseded by procedures prescribed or approved by the Director of Personnel pursuant to this Memorandum.

Claude A. Wickard

Secretary

ACCOUNTING 6



DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. 1088

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In fixing wage rates for such employees, it shall be the policy of the Department to pay not less than the prevailing rate for similar work, but in no case shall the rate be less than thirty cents an hour. The area to be considered in determining the prevailing rate or range of pay for a given class of work shall be the effective area of competition in recruiting employees for such work.

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The wage fixing procedures now in effect throughout the Department shall continue in effect until superseded by procedures prescribed or approved by the Director of Personnel pursuant to this memorandum.

Secretary

Charles H. Wickard

ACCOUNTING

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

★
Please return to the
Secretary's File Room

Regn. 4170
Dated 5-8-43

May 8, 1943

MEMORANDUM NO. 1089

Regular Hours of Duty on May 31, 1943

Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on Monday, May 31, 1943. This day normally would be a legal public holiday in observance of Memorial Day, which this year falls on Sunday, the thirtieth of May.

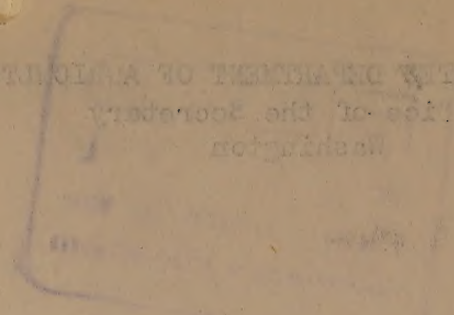
Erwin B. Shire
Secretary

Claude R. Wickard
Secretary

PERSONNEL 13-4

4170
5-8-43

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington



May 31, 1943

Memorandum to: 1089

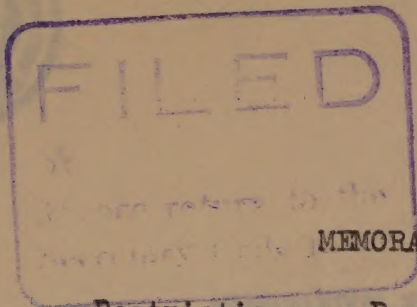
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John C. Clark
Secretary

Regn. 4183
Dated 6-1-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



May 31, 1943

MEMORANDUM NO. 1090

Restrictions on Purchases of Selected Items for
the Duration of the War

There is attached a copy of Bureau of the Budget Circular No. 420, dated May 21, 1943. In accordance with the request contained therein, all agencies of the Department are directed to suspend purchases of the articles enumerated for the duration of the war. As provided in the Budget Circular, items included in the list which are absolutely essential for operation and are not available from the surplus stocks of the Procurement Division may be purchased on the basis of advance approval by the head of the agency. If cases arise where such purchases are deemed to be absolutely imperative, requests for approval shall be submitted to the Equipment Conservator for clearance as to non-availability within the Department and then to the Budget Officer of the Department for recommendation and final approval by the Secretary or War Food Administrator, as the case may require.

Special attention is directed to the next to the last paragraph of the circular. It is not believed that the funds of this Department have been used to make purchases without regard to priority regulations. However, appropriate instructions should be issued to prevent the possibility of such use.

To avoid the possibility of suspensions by the auditors of purchases made subsequent to the date of the Budget Bureau Circular, it is important to bring these restrictions to the attention of all officials who are authorized to make purchases at the earliest possible moment.

Claude R. Wickard

Secretary

Attachment

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 31, 1943

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To avoid the possibility of suspensions by the auditors of purchases made subsequent to the date of the Budget Bureau Circular, it is important to bring these restrictions to the attention of all officials who are authorized to make purchases at the earliest possible moment.

Secretary

Attachment



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

PLEASE RETURN TO
SECRETARY'S RECORDS

August 14, 1945

U. S. D. A.

MEMORANDUM NO. 1090, Supplement No. 1

Restrictions on Purchase of Selected
Items for the Duration of the War

Secretary's Memorandum 1090 of May 31, 1943, promulgated Bureau of the Budget Circular No. 420 which asked the head of each Government agency to restrict the purchase of certain selected items during the war period. The Memorandum required the approval of the Secretary where the purchase of such restricted articles was found to be essential.

The Bureau of the Budget has informally advised that approval of purchases of restricted articles may be delegated.

Authority to approve such purchases of restricted items is hereby delegated to the Director of Finance.

A handwritten signature in blue ink, appearing to read "C. W. Johnson", is written over the word "Secretary".

Secretary

PROCUREMENT

DEPARTMENT OF AGRICULTURE
WASHINGTON



August 17, 1918

MEMORANDUM NO. 1090, Special Agent No. 1

Restrictions on Purchase of Colored
Items for the Duration of the War

Secretary's Memorandum 1090 of May 31, 1918, promulgated
Bureau of the Budget Circular No. 420 which placed the burden
of each Government agency to restrict the purchase of certain
colored items during the war period. The memoranda reviewed
the approval of the Secretary where the purchase of such re-
stricted articles was found to be essential.

The Bureau of the Budget has informally advised that approval
of purchase of restricted articles may be delegated.

Authority to approve such purchase of restricted items is
delegated to the Director of Finance.

Secretary

*Miss Gladys Baker
Stat & His. Res.*

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 16, 1947

MEMORANDUM NO. 1090, SUPPLEMENT 2

Restrictions on Special Purchases

Secretary's Memorandum 1090 originally was issued in compliance with special instructions from the Director of the Budget Bureau to restrict, for the duration of the war, the purchase of items composed of scarce materials or of a more expensive type or grade than ordinarily used. Although the above-mentioned special Budget Bureau instructions are no longer applicable, and therefore Memorandum No. 1090 is hereby revoked, it is the policy of the Department to continue a generally restrictive practice with respect to the acquisition of office furnishings and fixtures, which either are more expensive than those in general use in the Department or are required only under specific and limited circumstances in equipping certain administrative offices. The procurement of such items will hereafter be approved by the Director of Finance and subject to instructions issued by that Office. For the present, these instructions apply to the items on the attached list, which list is subject to revision by the Director of Finance as circumstances may warrant.

Clinton Anderson

Secretary of Agriculture

(over)

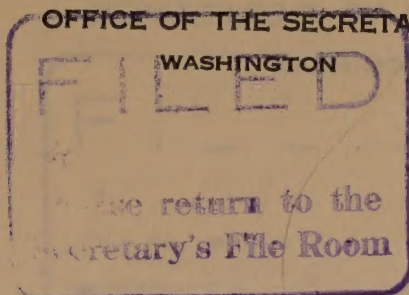
Bookcases, executive type*
Chairs, upholstered, executive type*
Chairs, typists', to match executive type desk*
Desks, executive type*
Desks, typists', executive type*
Pen or Pen Sets, types over \$5.00
Stands, smoking
Tables, conference, executive type*
Trays, letter, executive type*
Wardrobes, executive type*
Wastebaskets, executive type*

*"Executive type" as intended in the foregoing is exemplified by the Federal Supply Schedule for "Special Furnishings, Executive Type," and is not intended to include standard office furniture sometimes referred to as executive furniture.

Note: Desk or mantel clocks (other than ordinary inexpensive types needed for regular office or laboratory use at departmental buildings or stations which are not or cannot feasibly be equipped with wall clocks for general office use); davenports, sofas, etc.; floor lamps; ornamental bookends; or carafe sets or components thereof will not be procured by the Department or its agencies except in very rare cases where special considerations may justify the use of such equipment.

Regn 4201
Date 6-25-43
UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY



June 25, 1943

MEMORANDUM NO. 1091

Central Collection of Information Concerning
Government-owned Motor Vehicles

Bureau of the Budget Circular 422, dated June 1, 1943, pertaining to the collection of information concerning government-owned motor vehicles, is transmitted herewith for the information of all Departmental administrations, bureaus, and offices. The provisions of this circular are explicit and self-explanatory and it is directed that all agencies having custody of motor vehicles be governed accordingly.

"Annual Report of Motor Vehicle" forms will be completed as soon as possible after the close of each fiscal year and forwarded through appropriate administrative channels to the Chief, Office of Plant and Operations, for transmission to the Public Roads Administration.

The Chief, Office of Plant and Operations, will secure the necessary forms from the Public Roads Administration and distribute them to the administrations, bureaus, and offices.

Any instructions which may be issued by the Director of Finance under Regulation 1837 with respect to recording and reporting the cost of operation of motor vehicles will be coordinated with the requirements of Bureau of the Budget Circular 422, in order to avoid duplication of records.

Paul H. Huppel
Under Secretary

VEHICLES

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM NO. 1091

Central Collection of Information Concerning
Government-owned Motor Vehicles

Bureau of the Budget Circular 412, dated June 1, 1943, pertaining to the collection of information concerning government-owned motor vehicles, is transmitted herewith for the information of all Governmental administrations, bureaus, and offices. The provisions of this circular are explicit and self-explanatory and it is directed that all agencies having custody of motor vehicles be governed accordingly.

"Annual Report of Motor Vehicle" forms will be completed as soon as possible after the close of each fiscal year and forwarded through appropriate administrative channels to the Chief, Office of Plant and Operations, for transmission to the Public Roads Administration.

The Chief, Office of Plant and Operations, will secure the necessary forms from the Public Roads Administration and distribute them to the administrations, bureaus, and offices.

Any instructions which may be issued by the Director of Finance under Regulation 1537 with respect to recording and reporting the cost of operation of motor vehicles will be coordinated with the requirements of Bureau of the Budget Circular 412, in order to avoid duplication of records.

Very truly,
Secretary

Reg. 4206
Dated 6-29-43



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

Please return to the
Secretary's File Room

June 28, 1943

MEMORANDUM NO. 1092

Responsibility for Agricultural Insurance

This memorandum is issued pursuant to Section 401, Reorganization Plan No. 1 of July 1, 1939, in order to coordinate the functions of the Bureau of Agricultural Economics and Farm Credit Administration relating to agricultural insurance.

The Bureau of Agricultural Economics will be responsible for basic research on the subject of insurance in relation to agriculture, including insurance written by farmers' mutual insurance companies. Before the Bureau of Agricultural Economics undertakes research projects involving farmers' mutual insurance companies, it will discuss its plans with Farm Credit Administration.

Farm Credit Administration will continue to be responsible for service to farmers' mutual insurance companies, and for this purpose will make use of the research done by the Bureau of Agricultural Economics. Farm Credit Administration may undertake surveys of individual companies or associations looking to improvement of operations, management, etc., and may also make studies of organization, accounting, office practices, and other matters relating to internal administrative management among farmers' mutual insurance companies and associations.

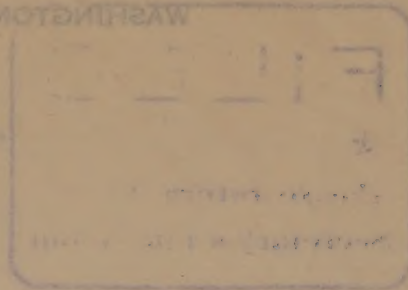
Paul H. Appleby

Under Secretary

ORGANIZATION 1(ae)

DEPARTMENT OF AGRICULTURE

WASHINGTON



June 28, 1932



MEMORANDUM NO. 1092

Responsibility for Agricultural Insurance

This memorandum is issued pursuant to Section 401, Reorganization Plan No. 1 of July 1, 1932, in order to coordinate the functions of the Bureau of Agricultural Economics and Farm Credit Administration relating to agricultural insurance.

The Bureau of Agricultural Economics will be responsible for basic research on the subject of insurance in relation to agriculture, including insurance written by farmers' mutual insurance companies. Before the Bureau of Agricultural Economics undertakes research projects involving farmers' mutual insurance companies, it will discuss its plans with Farm Credit Administration.

Farm Credit Administration will continue to be responsible for service to farmers' mutual insurance companies, and for this purpose will make use of the research done by the Bureau of Agricultural Economics. Farm Credit Administration may undertake surveys of individual companies or associations looking to improvement of operations, management, etc., and may also make studies of organization, accounting, office practices, and other matters relating to internal administrative management among farmers' mutual insurance companies and associations.

[Handwritten signature]
Under Secretary

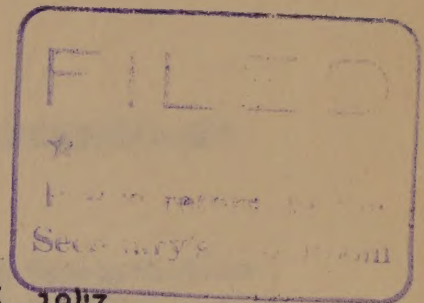
Reg. 4002
Dated 7-2-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 1, 1943

MEMORANDUM NO. 1093

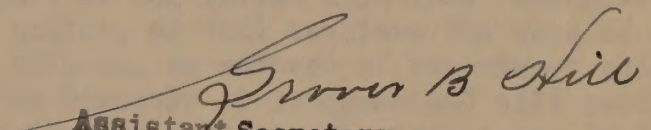
Open Market Purchase Limitation



Public Law 90, 78th Congress, approved June 26, 1943,
contains the following provision:

"SEC. 204. Section 3709, Revised Statutes (41 U.S.C. 5), shall not apply to any purchase by or service rendered to any executive department or independent establishment during the fiscal year 1944 when the aggregate amount involved does not exceed \$100, but this section shall not be construed as affecting any provision of law authorizing purchases or services without regard to said section 3709 in amounts greater than \$100."

During the effective period of the above Section 204, references to \$50 appearing in Department Regulations 3311, 3322, 3331, and 3332 are suspended and \$100 is substituted therefor.


Assistant Secretary

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1082

Open Market Purchase Limitation

Public Law 90, 78th Congress, approved June 26, 1947,
contains the following provision:

"SEC. 204. Section 3709, Revised Statutes
(41 U.S.C. 5), shall not apply to any purchase
by or service rendered to any executive depart-
ment or independent establishment during the
fiscal year 1948 when the aggregate amount
involved does not exceed \$100, but this section
shall not be construed as affecting any provision
of law authorizing purchases or services without
regard to said section 3709 in amounts greater
than \$100."

During the effective period of the above Section 204,
references to 3709 appearing in Department Regulations
3311, 3322, 3331, and 3332 are amended and \$100 is
substituted therefor.

Secretary

Reg. 4009
Dated 7-14-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 13, 1943

MEMORANDUM NO. 1094

Transfer of Jurisdiction of the Departmental Photographic and
Duplicating Services

Pursuant to the provisions of the 1944 Agriculture Appropriation Act, the functions of the Division of Photographic and Duplicating Services of the Office of Information, together with the personnel, property, records, and funds, are transferred to the jurisdiction of the Office of the Secretary, effective July 1, 1943.

The Chief, Office of Plant and Operations, is hereby directed to assume responsibility for the activities of the Division of Photographic and Duplicating Services, and will (1) maintain such controls in the Division of Photographic and Duplicating Services as may be necessary to insure that the duplicating services are not used as a substitute for printing, and (2) be responsible for such continuing action as is necessary to cause the consolidation of these services in accordance with Secretarial Memorandum No. 1023, dated July 11, 1942, Budget Bureau Circular 379, and the provisions of the Agriculture Appropriation Act which require that "such central services shall, to the fullest extent practicable, be used to make unnecessary the maintenance of separate like services in the bureaus, offices and agencies of the Department."

The requirement of that part of Regulation 1356 that "Material that is to be sent out to the public, or that involves the work of other departments, bureaus, or offices, or matters of Department policy is subject to review by the Director of Information" will continue to be met by the bureau concerned prior to requisitioning duplicating services.

Claude R. Wickard
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 12, 1943

MEMORANDUM NO. 1094

Transfer of Jurisdiction of the Departmental Photographic and
Duplicating Services

Pursuant to the provisions of the 1944 Agriculture Appropriation Act, the functions of the Division of Photographic and Duplicating Services of the Office of Information, together with the personnel, property, records and funds, are transferred to the jurisdiction of the Office of the Secretary, effective July 1, 1943.

The Chief, Office of Plant and Operations, is hereby directed to assume responsibility for the activities of the Division of Photographic and Duplicating Services, and will (1) maintain such control in the Division of Photographic and Duplicating Services as may be necessary to insure that the duplicating services are not used as a substitute for printing, and (2) be responsible for such continuing action as is necessary to cause the cancellation of those services in accordance with Secretarial Memorandum No. 1083, dated July 11, 1943, Budget Bureau Circular 377, and the provisions of the Agriculture Appropriation Act which require that "such control services shall, to the fullest extent practicable, be used to make unnecessary the maintenance of separate like services in the bureaus, offices and agencies of the Department."

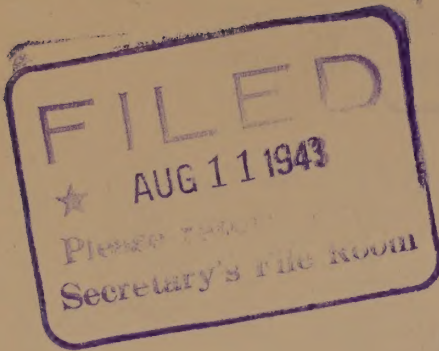
The requirement of that part of Regulation 1356 that "material that is to be sent out to the public, or that involves the work of other departments, bureaus, or offices, or matters of Government policy is subject to review by the Director of Information" will continue to be met by the Bureau concerned prior to reproducing duplicating services.

Charles H. Wickard
Secretary

Regn. 4021
Dated 8-5-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 5 1943



MEMORANDUM NO. 1095

Assistants to the Secretary

Mr. Emery E. Jacobs and Mr. E. J. Overby, Assistants to the Secretary, have entered the armed forces.

Mr. Stanley P. Williams has been appointed Assistant to the Secretary and will assume Mr. Overby's duties.

Mr. Williams will continue as Executive Secretary to the Administrative Council.

Claude R. Wickard
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1092



Assistant to the Secretary

Mr. Henry E. Jacobs and Mr. E. J. Overby, Assistants
to the Secretary, have entered the armed forces.
Mr. Stanley E. Williams has been appointed Assistant
to the Secretary and will assume Mr. Overby's duties.
Mr. Williams will continue as Executive Secretary to
the Administrative Council.

Charles R. Whetzel
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

★
Please return to the
Secretary's File Room

September 17, 1943

SECRETARY'S MEMORANDUM NO. 1096

Utilization by the War Food Administration of
Services of Office of Foreign Agricultural Relations

The services of the Office of Foreign Agricultural Relations are hereby made available to the War Food Administration, to be utilized at the discretion of the War Food Administrator in connection with the food allocations process. While working on any projects for the War Food Administration, members of the staff of the Office of Foreign Agricultural Relations will, while thus engaged, report to and receive their direction from the War Food Administrator or his designated Deputy.

Secretary's File Room
(Signed)

Claude R. Wickard
Secretary

APPROVED:

(Signed)

Marvin Jones
War Food Administrator

ORGANIZATION

1 (Far)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 17, 1943

SECRETARY'S MEMORANDUM NO. 1036

Utilization by the War Food Administration of
Services of Office of Foreign Agricultural Relations

The services of the Office of Foreign Agricultural Relations are hereby made available to the War Food Administration, to be utilized at the discretion of the War Food Administrator in connection with the food allocations process. While working on any projects for the War Food Administration, members of the staff of the Office of Foreign Agricultural Relations will, while thus engaged, report to and receive their direction from the War Food Administrator or his designated deputy.

Secretary

APPROVED:

War Food Administrator

DRAFT

by the War Food Administration

Reg. 4052
Dated 9-21-43

September 17, 1943

Secretary's memorandum No. 1096
General Departmental Circular No.

DEPARTMENTAL MEMORANDUM

Utilization of Services of Office of Foreign Agricultural Relations

The services of the Office of Foreign Agricultural Relations

are hereby made available to the War Food Administration, to be utilized at the discretion of the War Food Administrator in connection with the food allocations process. While working on any projects for the War Food Administration, members of the staff of the Office of Foreign Agricultural Relations will, while thus engaged, report to and receive their direction from the War Food Administrator or his designated Deputy.

~~By order of the Secretary of Agriculture:~~

Claude R. Wickard

APPROVED:

Marvin Jones
War Food Administrator

Discovered with SC Williams. Oh to omit by order of the Sec of Agri. - put "Secretary" below signature

95
9-21-43

The services of the Office of Foreign Agricultural Relations

are hereby made available to the War Food Administration, to be

utilized at the discretion of the War Food Administrator in con-

nection with the food allocation process. While working on the

project for the War Food Administration, members of the staff of

the Office of Foreign Agricultural Relations will, while thus en-

gaged, report to and receive their direction from the War Food

Administration or its designated agency.

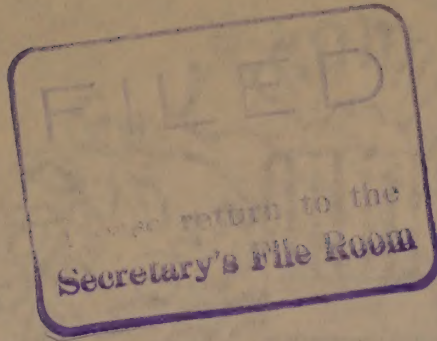
By order of the Secretary of Agriculture:

APPROVED:

War Food Administrator

Reg. 4096
Dated 10-18-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



October 16, 1943

MEMORANDUM NO. 1097

Appointment of Seth D. Sims as Assistant to the Secretary

Mr. Seth D. Sims has been appointed Assistant to the Secretary. Mr. Sims received his bachelor's degree from Purdue University and his master's degree from the University of Wisconsin, both in agriculture. After serving as Extension Livestock Specialist at Clemson College, South Carolina, Mr. Sims engaged in teaching and extension work at the University of Wisconsin. Thereafter he was associated with farm machinery, mail order, and feed manufacturing companies.

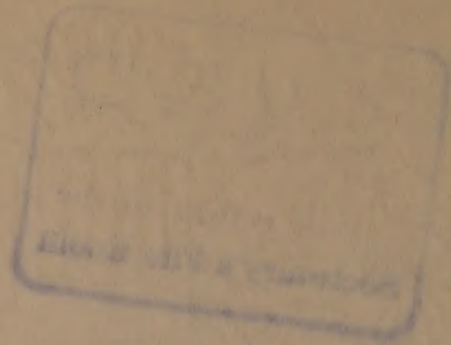
Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



October 1, 1907

MEMORANDUM NO. 1097

Appointment of Seth H. Sims as Assistant to the Secretary

Mr. Seth H. Sims has been appointed Assistant to the Secretary. Mr. Sims received his bachelor's degree from Purdue University and his master's degree from the University of Wisconsin, both in agriculture. After serving as Extension Livestock Specialist at Clemson College, South Carolina, Mr. Sims engaged in teaching and extension work at the University of Wisconsin. Thereafter he was associated with farm machinery, mail order, and feed manufacturing companies.

Seth H. Sims

Secretary